



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 02 June 2022**

## VACANCIES

### ACT Health

Selection documentation for the following positions may be downloaded from

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

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

#### **Deputy Director - General**

**Temporary Vacancy (16 June 2022 – 21 August 2022)**

#### **ACT Health Directorate**

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

**Position: E1070**

**(Remuneration equivalent to Executive Level 3.3)**

Circulated to: ACTPS Band 3 Executive List

Date circulated: 8 June 2022

Qualified and experienced candidates are being sought to temporarily fill the role of Deputy Director-General, ACT Health Directorate for nine weeks from Thursday, 16 June to Sunday, 21 August 2022 inclusive.

Reporting to the Director-General, this key leadership role has responsibilities for specific health system projects such as integrated care reform and the ACT Health Data Strategy, and oversight of the Office of Professional Leadership and Education. The role is responsible for significant cross-government collaboration on major issues such as health-related matters associated with the COVID-19 pandemic response.

The Deputy Director-General, ACT Health Directorate provides strategic context and policy support to the operations of the directorate, which should be considered in conjunction with the Executive Capabilities. Areas of specific focus currently required by the Director-General include:

- expanding and developing the directorate's data analytics capability;
- providing strategic oversight of the ongoing COVID-19 response in the ACT;
- leading the directorate's work on integrated care, including chairing the Integrated Care Working Group;
- leading and managing the Office of Professional Leadership and Education;
- leading and managing the development and coordination of legislation across the directorate;
- acting as the Aboriginal and Torres Strait Island Champion;
- chairing the Health NGO Leadership Forum;
- enhancing and championing collaboration and engagement with Canberra Health Services, including participation in Deputies Group; and
- providing senior oversight of the AHD aspects of commissioning.

**To apply:** Provide your curriculum vitae, a one-page pitch aligned to the position's Executive Capabilities and why you are the best person for this role plus the contact details for two referees to Rebecca Cross via email, [rebecca.cross@act.gov.au](mailto:rebecca.cross@act.gov.au) by COB Friday 10 June 2022.

**Note:** This is a temporary position available for nine weeks. Selection may be based on written application and referee reports only.

**Remuneration:** The position attracts a remuneration package ranging from \$383,752 - \$400,925 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$343,470.

Contact Officer: Rebecca Cross (02) 5124 9400 [rebecca.cross@act.gov.au](mailto:rebecca.cross@act.gov.au)

#### **Digital Solutions Division**

#### **Future Capability and Governance**

#### **Digital Health Record**

#### **Director, Business Intelligence**

**Senior Information Technology Officer Grade B \$133,552 - \$150,347, Canberra (PN: 48750)**

Gazetted: 08 June 2022

Closing Date: 22 June 2022

**Details:** Are you a Data Professional that's up for a challenge? Do you have experience in reporting and analytics, data management and project management skills? Do you have a demonstrated ability to work independently in a fast-paced environment within tight deadlines? If you enjoy a challenge and would like to work in a high-performance team, then this may be the opportunity for you. Join us and you could contribute to the transformation of our health system and make a difference to the community.

The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic individual to work on a team of talented data professionals working to assist the territory transition of our data capability as we introduce a new Electronic Health Record.

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management, and strategic advice in relation to technology capabilities across the ACT public health system.

The Digital Solutions Division is responsible for:

the implementation and support of the Digital Health Strategy,  
management of technology services and projects,  
management of the relationship and services delivery by technology vendors,  
development, implementation and maintenance of technology policies and procedures,  
information management,  
protective security.

**Eligibility/Other requirements:** This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate.

To be eligible for an NV1 security clearance, you must be an Australian citizen.

If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

**Note:** This is a temporary position for up to 12 months with possibility of extension and permanency.

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

Business Intelligence Specialists are required to obtain vendor accreditation to develop reports.

The costs of training LinkedIn, Seek are covered by ACT Health. Given the tight timelines of the project, training schedules are set and may occur during overnight hours.

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

**Applications should be submitted via the "Apply Now" button below:**

Contact Officer: Sean Winefield (02) 6207 5754 Sean.Winefield@act.gov.au

## Population Health

### Health Protection Service

#### Communicable Disease Control

#### Public Health Nurse

#### Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 15111, several)

Gazetted: 07 June 2022

Closing Date: 14 June 2022

**Details:** Communicable Disease Control have temporary positions for experienced Public Health Nurses to work with the Surveillance and Infection Control teams. The positions require a sound knowledge of communicable disease prevention and control and excellent communication skills. The positions report to the Director Surveillance and will work in a multi-disciplinary team at the Health Protection Service in Holder.

**Eligibility/Other Requirements:**

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

Undergo a pre-employment National Police Check

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

**Notes:** There are several temporary positions available immediately for 12 months with the possibility of permanency. These positions are part-time at 24 hours per week 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. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Nevada Pingault (02) 5124 9213 Nevada.Pingault@act.gov.au

## **Policy, Partnerships and Programs**

### **Data Analytics Branch**

#### **Health System and Services Data**

##### **Data Analyst**

##### **Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 47796)**

Gazetted: 07 June 2022

Closing Date: 21 June 2022

Details: The Data Analytics Branch (DAB) of the Policy, Partnerships and Programs Division is looking, for enthusiastic staff who can work on the national submissions. The ideal candidate will possess the ability to work collaboratively with staff and stakeholders, maintaining positive working relationships to deliver on the organisation's strategic objectives.

This is a technical role where the Data Analyst in the Health System and Services Data team will be responsible for preparing the national submissions submission, engaging with stakeholders from health services to ensure that the submissions are prepared and submitted as per the guidelines from Independent Hospital Pricing Authority.

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

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

Eligibility/Other Requirements:

Highly Desirable

Experience in working with healthcare or hospital data

Experience in using SQL, SSIS or an aptitude for quickly learning new software

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

How to Apply: Please submit a written application of no more than three pages, responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Prathima Karri (02) 5124 9353 prathima.karri@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.

## **Policy, Partnerships and Programs**

### **Office of the EGM, Policy, Partnerships and Programs**

#### **Legal Policy**

##### **Assistant Director**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 46892)**

Gazetted: 06 June 2022

Closing Date: 20 June 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.

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, workforce, Aboriginal and Torres Strait Islander health, women, aged care, LGBTIQ+, inter-governmental negotiations and legal matters. We are seeking a values-based team member for the role of Assistant Director of the Legal Policy Section. This requires someone who can contribute to providing evidence based legal policy guidance to both the ACTHD and Minister for Health.

You will contribute to the review of legislation within the ACTHD and ensuring that such initiatives are responsive to the health and wellbeing needs of the community. You will also prepare and coordinate policies, Cabinet submissions, Ministerial, briefings, Directorate coordination and other related requests the team may receive. You will provide high level support to ensure that the team provides 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 driven, very 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.

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

**Note:** 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 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. Current and former ADF members are encouraged to apply.

**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. Preferably referees with a thorough knowledge of your work performance and that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steve Dsouza (02) 6207 6147 [steve.dsouza@act.gov.au](mailto:steve.dsouza@act.gov.au)

### **Population Health Division**

#### **Centre for Health and Medical Research**

##### **Animal Facility Supervisor**

##### **Health Service Officer Level 10 \$90,099 - \$103,117, Canberra (PN: 12559)**

Gazetted: 02 June 2022

Closing Date: 16 June 2022

An exciting opportunity exists within the Centre for Health and Medical Research to manage the daily functions of the Animal Facility based the Canberra Hospital.

**Eligibility/Other Requirements:** Tertiary qualification specialising in animal care, certified animal care trainer and experience in facility management.

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

**How to apply:** Interested candidates are requested to provide a written application demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please also provide a recent curriculum vitae and the contact details of two referees.

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

Contact Officer: Bee Souvannaphong (02) 5124 5092 [bee.souvannaphong@act.gov.au](mailto:bee.souvannaphong@act.gov.au)

### **ACT Integrity Commission**

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

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

## Legal Team

### Principal Lawyer

**Legal Officer Grade 2 \$152,603 - \$158,874, Canberra (PN: 57483)**

Gazetted: 02 June 2022

Closing Date: 21 June 2022

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

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

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

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

The Commission's Legal Team assists the Commission to perform its principal functions and exercise its statutory powers in a lawful, effective, ethical, and accountable manner by providing high-quality, accurate and timely legal services. Commission lawyers work collaboratively with all other members of the Commission, and perform a key role in investigations, including appearing as Counsel Assisting in examinations. The Legal Team also provides advice to the Commission on policy and other organisational matters.

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

Courageous and ready for a challenge;

Professional and committed;

Agile, measured and fair; and

Trustworthy, with a sense of duty.

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

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

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

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

#### **Professional qualifications**

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

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

#### **Required skills, experience and behavioural capabilities**

These are set out in the Position Description.

#### **Other requirements:**

Section 50 of the *Integrity Commission Act 2018* provides that the Commissioner must not appoint a person as a member of staff of the Commission if the person is or has, in the five years immediately before the day of the proposed appointment, been an ACT public servant. Please note, employees of some ACT bodies (eg the ACT DPP and the Legal Aid Commission (ACT)) are not captured by this exclusion. Please contact the Commission if you are unsure about your status.

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

It is a condition of employment with the Commission that staff be fully vaccinated against COVID-19.

**Note:** This is a temporary position available for up to 12 months with the possibility extension and/or 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:** Applications must include:

A current curriculum vitae; and

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

demonstrates that you have the capabilities outlined in the 'What you require' section of the position description, and

outlines why you are the best person for the position.

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

at [info@integrity.act.gov.au](mailto:info@integrity.act.gov.au)

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

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

### **Canberra Health Services**

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

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

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

#### **Acute Occupational Therapy**

#### **Occupational Therapist**

**Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 20505, several - 02277)**

Gazetted: 02 June 2022

Closing Date: 22 June 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Canberra Hospital needs an Occupational Therapist or two. We need staff for our Acute rotation, capable staff to assist in our valuable work across the hospital. To make it easy for you we have both temporary and casual contracts available.

The Acute Occupational Therapy team are a friendly and supportive group of professionals with a passion for clinical excellence and the organisations values. You will be a motivated HP2 willing to step up and take pride in what you do in a fast-paced environment. If this sounds like the job you are looking for we would love to hear from you.

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

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

The successful applicant(s) will be employed as a rotational Health Professional Level 2. Our HP2 positions have opportunity to rotate across acute ward areas to enhance learning and experience with high levels of clinical supervision, have access to professional development support, and also broad support from occupational therapy supervisors, clinical educators and the occupational therapy professional group.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

1. Strong organisational skills with high degree of initiative.
2. Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

3. Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs
4. A willingness to actively engage in a team environment

**Position Requirements/Qualifications:**

**Mandatory:**

- Tertiary qualifications (or equivalent) in Occupational Therapy,
- Be registered with the Australian Health Practitioner Regulation Agency (AHPRA),
- Hold a current driver's licence.
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: There are several temporary and casual positions available for six months. 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.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Domenico Tripodi (02) 5124 3286 Domenico.Tripodi@act.gov.au

**BreastScreen ACT**

**BreastScreen**

**Client Support**

**Administrative Services Officer Class 2/3 \$59,813 - \$72,935, Canberra (PN: 29103 - 0234T)**

Gazetted: 03 June 2022

Closing Date: 17 June 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

BreastScreen ACT is part of the BreastScreen Australia screening program. The Service offers free breast screening to women aged 40 years and over living in the ACT. The Program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All administrative support and assessments clinics are carried out in the Canberra city clinic.

**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:

Passionate about customer service

Organised

Flexible



**Position Requirements/Qualifications:**

These roles require the ability to work varying start/finish times between 7.30am and 6.00pm to meet the operational requirements of the centre.

**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: Ellannah Finch (02) 6205 1085 [ellannah.finch@act.gov.au](mailto:ellannah.finch@act.gov.au)

**Allied Health**

**Acute Allied Health Services**

**Administration Officer Acute Allied Health Services Physiotherapy**

**Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 40996 - 02361)**

Gazetted: 03 June 2022

Closing Date: 17 June 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

**ABOUT YOU**

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

**Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

**Position Requirements/Qualifications:**

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

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

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

**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: Kerry Boyd on [Kerry.Boyd@act.gov.au](mailto:Kerry.Boyd@act.gov.au) or (02) 5124 2670

## **Nursing**

### **CHS Cancer and Ambulatory Services**

#### **Adolescent and Young Adult and Sarcoma Cancer Nurse Specialist**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 22635 - 02379)**

Gazetted: 03 June 2022

Closing Date: 17 June 2022

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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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings.

The Adolescent and Young Adult (AYA) and Sarcoma Cancer Specialist Nurse will work as part of the division's Cancer Supportive Care team. The Cancer Specialist Nurse role is responsible for co-ordinating the care of clients with complex needs, related to a diagnosis of cancer, across the cancer journey.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

Ability to prioritise workloads

Well-developed negotiation skills

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

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

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

Have an understanding of how the National 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.

#### **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: Erin Wells (+61) 0466 32 2676 [Erin.Wells@act.gov.au](mailto:Erin.Wells@act.gov.au)

## **Deputy CEO**

### **Strategy and Governance**

#### **Directorate Liaison Officer**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 48754 - 0233M)**

Gazetted: 03 June 2022

Closing Date: 20 June 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: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The division includes Policy, Planning and Government Relations, Risk, and Insurance and Legal Liaison areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community.

The Directorate Liaison Officer (DLO) is the key conduit between Canberra Health Services and the Offices of the Minister for Health, Minister for Mental Health and Minister for Justice Health. This position works under limited supervision of the Senior Director, Policy, Planning and Government Relations, and does not involve direct supervision of staff.

**Details:** Do you have strong relationship building skills? Are you self-motivated, resilient and keen for your next challenge? Then we would like to hear from you!

The Canberra Health Services Policy and Government Relations is looking for the next CHS Directorate Liaison Officer (CHS DLO). The CHS DLO is the key conduit between the Canberra Health Services and the Minister for Health and the Minister for Mental Health and Justice Health Offices.

The CHS DLO, under direction from the Senior Director, Policy and Government Relations, is responsible for the coordination of information and workflow between the Directorate and Ministers' Offices in support of the Health/Mental Health and Justice Health portfolio Ministers and CHS Executives.

The CHS DLO is also a central point of contact between CHS, 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.

This is a diverse and interesting role as part of a high functioning team, who willingly support each other in meeting critical timeframes.

The successful applicant will be expected to have exceptional administrative, organisational, and technical skills and the ability to demonstrate resilience in a high-pressure environment. You will be required to work from the Legislative Assembly in the Office of the Minister for Health and the Office of the Minister for Mental Health and Justice Health.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Highly motivated with the capacity to work under pressure with limited direction.

Willingness to identify, assess and introduce continuous improvement initiatives.

A customer-orientated approach to dealing with ACT Government, ministerial and Legislative Assembly staff.

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

Experience working on and existing knowledge of cabinet, assembly and ministerial processes specifically within the ACT Government is highly desirable. Following the recruitment process, a temporary transfer may be offered to an existing officer under section 100 of the *Public Sector Management Act 1994*, or higher duties allowance under clause C7 of the ACTPS Administrative and Related Classifications Enterprise Agreement 2018-2021.

Experience and understanding of ACT Government Cabinet, Assembly, and machinery of government processes is essential.

**Note:** This is a temporary position available from 15 June 2022 for 11 months and three weeks. 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 a rotational role.

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

Undergo a pre-employment National Police Check.

Contact Officer: Kerryn Hunter 6205 5030 [Kerryn.Hunter@act.gov.au](mailto:Kerryn.Hunter@act.gov.au)

## **Infrastructure and Health Support Services (IHSS)**

### **Sterilising Services**

#### **Training and Development Manager**

**Technical Officer Level 3 \$78,051 - \$88,207, Canberra (PN: 11741 - 0232D)**

Gazetted: 02 June 2022

Closing Date: 20 June 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**

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#### **This role is for Production, Preparation and Stores Area.**

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. Under limited direction the Sterilising Services Training and Development Manager is responsible for the orientation, training, and development of new and existing staff, ensuring training is developed and delivered in accordance with national standards and CHS policies, and ensuring a patient focused quality product and service are delivered to each customer. This position is a combination of developing training and education programs and competencies, practical training delivery, and administrative duties.

Sterilising Services provides sterilising services to Canberra Hospital (CH), Calvary Public Hospital Bruce (CPHB) and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMDs). Sterilising Services provides reprocessing of RMDs, purchasing, instrument repairs and maintenance.

Sterilising Services is organised into the following functional areas:

Sterilising Services at Mitchell, including management and administration

Sterilising Unit at Canberra Hospital

Sterilising Unit at Calvary Public Hospital Bruce

Central Reprocessing Unit (CRU) within the Gastroenterology and Hepatology Unit at Canberra Hospital

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Clear leadership and organisational skills with ability to manage competing priorities.

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs whilst upholding a high level of customer service.

Strong communication and interpersonal skills and passionate about a patient focused service.

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

##### **Mandatory:**

Certificate III in Sterilising

A minimum of five years' experience in decontaminating, inspecting, packing, wrapping, and sterilising RMD

Highly Desirable

Certificate IV or higher in Workplace Training and Assessment

(The successful applicant must complete the course and obtain qualification within 2 years of commencement of this role).

Current class C Driver's License.

Proficient in using Microsoft office tools such as word and excel

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

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

Prior to commencement successful candidates will be required to:

The successful applicant will need to be available weekday hours.

Undergo a pre-employment National Police Check.

## **Allied Health**

### **Acute Allied Health Services**

#### **Administration Support Officer**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 29144 - 02368)**

Gazetted: 02 June 2022

Closing Date: 16 June 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**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Acute Allied Health Services is based within the Division of Allied Health and provides access to Allied Health services including assessments, interventions and therapies to a range of inpatient and outpatient settings at the Canberra Hospital. The Acute Allied Health Services consists of the following departments: Aboriginal and Torres Strait Islander Liaison Service, Psychology, Social Work, Speech Pathology and Audiology, Occupational Therapy, Physiotherapy, Nutrition and Dietetics and Exercise Physiology. Acute Allied Health Services provides an on-call and after-hours service on weekends and public holidays.

This position reports directly to the Director of Allied Health. Under general direction you will be required to provide administrative support to the Division of Allied Health leadership team including the Acute Allied Health Services and the Allied Health Clinical Education Unit. You will be responsible for providing a high level of secretarial duties whilst managing the Directors calendar. You will also be required to register, classify and index files as well as develop and maintain professional relationships with internal and external consumers. You will be responsible for the administration of rosters within the Division of Allied Health including acting as a key contact for casual pool Allied Health staff. You will be required to provide administrative support for the Allied Health Professional Development and Credentialing projects. You will be required to provide secretariat support to a range of Allied Health leadership meetings.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

Flexible and adaptive approach to work

Strong interpersonal skills and confidence with communicating across a range of stakeholders.

**Position Requirements/Qualifications:**

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

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

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

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

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: Andrew Slattery (02) 5125135 [andrew.slattery@act.gov.au](mailto:andrew.slattery@act.gov.au)

**Justice Health**

**Complex client / Population Health**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 10844 - 023AC)**

Gazetted: 02 June 2022

Closing Date: 16 June 2022

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**POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to clients and other key stakeholders and services.

At this level you will provide advanced Complex care / population health services to clients in custody including screening, education, and treatment of people with complex health needs, chronic disease, communicable diseases and sexual health issues.

You will be responsible for the day-to-day clinical assessment and management of clients in the Justice Health Services Complex care/Population Health Team. This includes providing access to Complex Care/Population Health services in the Hume Health Centre and Bimberi Youth Justice Centre clinic; providing expert clinical advice to the Justice Health Services team, including Custodial Mental Health Services and providing care coordination to clients accessing Population health services in custody including monitoring and maintaining access to antiviral therapies. The Complex care/Population Health Nurse plays a pivotal role in the implementation and delivery of best practice treatment for consumers with complex needs in relation to the physical and psychological treatments required for chronic, complex, and communicable diseases.

This position works collaboratively with all staff including ACT Correctives Services and Youth Justice Services to ensure optimum service delivery and best evidence practice. The role will be responsible for quality initiatives, data collection and analysis and procedure development.

The Complex care/Population Health Nurse will work within the Custodial Health nursing team to drive change and promote a high-quality service to clients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

**ABOUT YOU**



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**Behavioural Capabilities**

Developed nursing leadership skills

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change

**Position Requirements/Qualifications:**

**Mandatory:**

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

**Highly Desirable:**

Previous experience in custodial health

Previous experience working in sexual health, community health or chronic and complex care.

Holds or is working towards qualifications either at a certificate or postgraduate level

Current driver's licence.

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

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

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

Undergo a pre-employment National Police Check.

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: Amanda Chase (02) 5124 2523 [Amanda.chase@act.gov.au](mailto:Amanda.chase@act.gov.au)

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

**Business Support Services Central Management**

**Executive Support Officer**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 57128 - 0239P)**

Gazetted: 02 June 2022

Closing Date: 16 June 2022

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An exciting opportunity exists for a highly organised and proficient applicant to join the Executive Unit within the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS). The Executive Support Officer will be responsible for assisting the Executive Director and the Executive Unit by preparing a range of correspondence including reports and submissions for a range of stakeholders. The preferred applicant will be hardworking and must possess excellent communication and interpersonal skills. They will also have the ability to be flexible and adaptable to accommodate change and provide responsive services.

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.

Located on the Canberra Hospital campus, the Office of the Executive Director of MHJHADS provides strategic support to the Executive Director, undertakes high level coordination, liaison, research and reporting and provision of advice on specific issues. The Office currently consists of a Business Manager, Executive Officer and Executive Assistant.

The Executive Support Officer reports to the Executive Director through the Business Manager and works closely with other senior leadership teams, including the Clinical Executive Directors across CHS.

#### ABOUT YOU

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#### Behavioural Capabilities

1. High level interpersonal and communication skills, with the demonstrated ability in establishing and maintaining productive and collaborative internal and external working relationships.
2. Strong writing and organisational skills with a high degree of initiative and drive.
3. A demonstrated understanding of confidentiality, as well as the ability to be flexible and responsive in a complex and fast paced working environment.

#### Position Requirements/Qualifications:

##### Desirable

- Previous experience working within a health administration area at the Executive level.
- Experience using HPE Content Manager (TRIM).
- Experience and understanding of Ministerial and consumer feedback processes.
- 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: Jenna Kratzel (02) 5124 1099 [Jenna.Kratzel@act.gov.au](mailto:Jenna.Kratzel@act.gov.au)

## Surgery

### Intensive Care Unit

#### Clinical Nurse Consultant

**Registered Nurse Level 3.2 \$129,103, Canberra (PN: 22376, several - 02384)**

Gazetted: 02 June 2022

Closing Date: 16 June 2022

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#### POSITION OVERVIEW

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

The unit satisfies College requirements for training in Neurosurgery, Cardiothoracic and Trauma.



The unit participates in international multi-disciplinary and multi-center research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research.

CHS is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000.

The Clinical Nurse Consultant of the Intensive Care Unit provides a high-level of support in the day-to-day operational management of services within the unit, including patient flow, care coordination, staff performance and rostering. This is an evolving role that provides expert clinical leadership and management within a nursing and multidisciplinary team, embeds, and maintains the National Safety and Quality in Health Service Standards at the unit level, develops and maintains collaborative partnerships with internal and external stakeholders.

The Clinical Nurse Consultant reports to the Assistant Director of Nursing, Intensive Care Unit. The successful candidate will need to establish commitment to achieve the unit's key performance indicators and demonstrate a high level of personal motivation. Another critical role is the efficient management of manpower and resources within the unit ensuring success in care delivery in line with the policies, procedures, and legislative requirements.

#### ABOUT YOU

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#### Behavioural Capabilities

- Exceptional organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide timely feedback to meet client needs
- Excellent communication skills to improve and sustain valuable partnerships with strategic stakeholders.
- Strong leadership skills and role modelling behaviours consistent with the Vision and Values of Canberra Health Services.

#### Position Requirements/Qualifications:

Registered with the Australian Health Practitioner Regulation Agency (AHPRA), and a minimum of five years leadership and management experience in a hospital-based critical care environment.

#### Desirable:

- Post Graduate Certificate in Critical care nursing or working towards the Master's level.
- 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 permanent and temporary, 12 months. Part-time hours will be considered and 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.

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

#### eHealth and Informatics

##### Digital Health Record Project

##### CHS DHR Readiness Outpatient Support Officer

##### CHS DHR Readiness Outpatient Support Officer

##### Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 54710 - 0237R)

Gazetted: 03 June 2022

Closing Date: 17 June 2022

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#### **POSITION OVERVIEW**

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ACT Health Directorate (ACTHD) is currently implementing a territory wide Digital Health Record (DHR) system that includes Canberra's public hospitals, community health centres, walk-in centres, and justice health services. CHS is working in partnership with the project to implement the DHR and ensuring CHS is ready to adopt the technology. This role will assist CHS clinical, administration and management staff to be ready for the DHR. The CHS change management project is being coordinated through the Office of the Chief Information Officer (CIO) of CHS.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

You will be an outstanding communicator, able to drive collaboration and inclusion.

You focus on quality and continual improvement, by taking a structured approach to your work, planning ahead and seeking feedback.

Your resilience will see you through the challenges and help you navigate the dynamic nature of the job.

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

Experience utilising a Patient Administration System, would be an advantage.

The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time, as the project nears go-live.

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 up until 31 December 2022 with the possibility of extension.

Contact Officer: Dee Patil 5124 8464 d.patil@act.gov.au

#### **Women, Youth and Children**

##### **Community Health Program**

##### **Child at Risk Health Unit Social Worker/ Psychologist**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 23112 - 0238N)**

Gazetted: 02 June 2022

Closing Date: 20 June 2022

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An exciting opportunity has arisen with the counselling team at the Child at Risk Health Unit (CARHU), for a Psychologist or Social Worker experienced in the delivery of skilled psychological assessment (eg. WISC, WAIS and Griffiths) and/or therapeutic interventions to children and young people and their families and/or carers with complex biopsychosocial factors. The team sits with the Child Health Targeted Support Services, working in

collaboration with the Community Paediatric and Child Health Service as well as CARHU8 medical and Nursing teams.

The successful applicant will have current knowledge of Trauma Informed Care, Developmental Trauma, Child Health and Child Protection and some experience in providing a range of therapeutic services to children and their carers. Training, supervision and support would be provided to the successful applicant.

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website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Women, Youth and Children Community Health Program (WYCCHP) is part of the Division of Women, Youth and Children and delivers a range of primary health care community-based services to children, families and women. Services are delivered within an interdisciplinary context if not by an interdisciplinary team.

The Child Health Targeted Support Services includes the Community Paediatric and Child Health Service (CPCHS), Child Protection Training Team and the Child at Risk Health Unit (CARHU).

CPCHS provides clinical treatment, education and care coordination of children with suspected or established developmental delay or disability and children with complex bio-psychosocial behavioural and emotional presentations.

CARHU provides specialist health services to children and young people who have been affected by abuse and/or neglect, and their families and carers.

The Child Protection Training team develops, provides and evaluates all mandatory child protection training for Canberra Health Services and other health professionals upon request. This includes information around roles and responsibilities according to legislation and policies.

As part of the multidisciplinary team you will:

Promote positive client outcomes through the provision of clinical services across the whole of Child Health Targeted Support Services.

Through networking, health promotion activities and education, work to improve access to Aboriginal and Torres Strait Islander children and families with complex health needs.

This is a rewarding and exciting position within a vibrant service that will require someone with the ability to be flexible and initiate and manage change within the service.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Ability to work flexibly and willingness to adapt to a changing service provision.

Initiative to identify and contribute to continuous improvement and service innovation.

Motivation to promote a positive workplace culture actively and purposefully.

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

Relevant qualifications in psychology and be registered with the Psychology Board of Australia and a minimum of three years' experience working professionally in a child health service is preferred.

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

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

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

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

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

Be registered under the *Working for Vulnerable People Act*.

Undergo a pre-employment National Police Check.

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

Contact Officer: Cassandra Tinning 0421097991 [cassandra.tinning@act.gov.au](mailto:cassandra.tinning@act.gov.au)

## **Acute Allied Health Services**

### **Aboriginal and Torres Strait Islander Services**

#### **Aboriginal and Torres Strait Islander Liaison Officer**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 45149 - 02366)**

Gazetted: 02 June 2022

Closing Date: 21 June 2022

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**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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

The Aboriginal and Torres Strait Islander Liaison Service (ALO Service) provides the cultural emotional and wellbeing support to patients and their family. The successful candidate will provide liaison and advocacy between patients, their families, staff and external organisations as appropriate. The ALO Service works across all inpatient Canberra Health Service areas including Women's and Children's, Emergency Department, Intensive Care Unit, Cancer Services, Medical and Surgical inpatient areas and the University of Canberra Hospital as well as provide support to patients attending outpatient's appointments. The successful candidate will work within a small team environment as well as participate in multidisciplinary teams.

This position will also participate in quality initiatives that enhance service delivery for Aboriginal and Torres Strait Islander communities both locally and southern NSW.

This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position.

**This position is based at the Canberra Hospital; however, duties are required across Canberra Health Service sites, including the University of Canberra Hospital. Home visits to patients may also be required.**

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong work ethic and ability to adapt to a constantly changing environment.

Commitment to achieving positive results for the department.

Ability to apply judgement, critical thinking and common sense.

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

Relevant knowledge and understanding of Aboriginal and Torres Strait Islander culture, health and welfare issues. Experience working professionally with Aboriginal and Torres Strait Islander people and/or within a health setting is preferred.

The successful applicant may be required to participate in overtime, on call and rotation roster. Some weekend and public holiday duty will be 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](#).

**Note:** This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to 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.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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

### **Child Health Targeted Support Services**

#### **Clinical Lead - Family Violence**

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 47663 - 0237G)**

Gazetted: 02 June 2022

Closing Date: 16 June 2022

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

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#### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

report child abuse and neglect and

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

This is a rewarding and exciting temporary position responsible for the delivery of training to clinical areas and to actively facilitate the embedding of new processes to respond to family violence. The SHRFV Clinical Lead is responsible for the coordination, delivery and consolidation of learning, with a primary focus on supporting clinicians working in the Emergency Department at Canberra Hospital. The position will enhance service responses, by strengthening internal and external pathways to provide a coordinated and safe response to consumers.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

A commitment to promote attitudinal and cultural change and to model healthy and respectful relationships to promote gender equality to address the occurrence of family violence, and child abuse and neglect.

Strong organisational skills with a high degree of drive, adaptability, and responsiveness, to deliver evidenced based practice through the facilitation of interactive learning and development sessions

**Position Requirements/Qualifications:**

Relevant Social Work qualifications and a minimum of eight years' experience working professionally is preferred, including experience working with clients experiencing family violence.

Current membership or eligibility for membership of the Australian Association of Social Workers

Be registered under the Working for Vulnerable People Act

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 from 18 June 2022 until 18 April 2023 with the possibility of extension and/or permanency. This position may be filled based on written application alone.

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

**Community Care Program**

**Community Nursing**

**RN2 Team Leader**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 31151, several - 0233B)**

Gazetted: 02 June 2022

Closing Date: 20 June 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.

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Community Nursing is offering an exciting opportunity for interested persons to fill planned vacancies for the RN2 Team Leader role at the North Complex House. It is currently proposed to offer six -month rotations in this role.

This is a particularly unique opportunity in a positive learning environment to work with a small but stable team.

Flexible arrangements such as job share could also potentially be considered.

This unique role affords the successful applicant opportunities to be challenged/ expand your career options by developing skills in the following areas:

Promotional opportunity in an RN2 role

Educational - skills gained as a trainer and educator in this environment would foster skills for future positions such as a Clinical Development Nurse (CDN). In addition, applicants would be supported to complete the Train the Trainer course whilst in the RN2 Team Leader role.

Advanced Clinical/ Technical nursing. The knowledge and skills gained from working in this position would potentially prepare the applicant to pursue avenues such as Clinical Nurse Consultant roles (CNC) and Nurse Practitioner (NP) roles.

Supervisory/Managerial skills – the supervisory component of this position – overseeing a team of Assistants in Nursing would lay the foundations for any applicant who is interested in pursuing a future supervisor or management position.

Applications are encouraged and invited from interested persons. Further information about the role can also be sought by contacting the Link Team Nurse Manager on 512 42900 or on 0468 663 485.

**POSITION OVERVIEW**

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and surrounding region. More information can be found on the CHS website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.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 Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

A number of RACS services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting.

#### **ABOUT YOU**

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

##### **Mandatory:**

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

##### **Desirable:**

Tertiary or Post Graduate qualifications and recent experience in high dependency acute care setting and/or nursing of patients with complex needs.

Registered Nurse with a minimum three years full time equivalent, or relevant post registration experience.

Recent experience in the care of ventilated patients is highly desirable

Experience and/or qualifications in the delivery of education, preceptorship, assessment, and clinical supervision.

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

Undergo a pre-employment Police check.

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

**Note:** There are several Temporary Fulltime/ Part time and Casual positions available. These positions are available for up to six months with the possibility of other options to be discussed with the successful candidates. The full-time salary noted above will be paid pro rata for part time and casual positions.

Contact Officer: Leontine Muis 512 42900 [Leontine.Muis@act.gov.au](mailto:Leontine.Muis@act.gov.au)

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

##### **Specialised Nurse**

##### **Nurse Unit Manager**

##### **Registered Nurse Level 3.2 \$129,103, Canberra (PN: 57531 - 0239G)**

Gazetted: 02 June 2022

Closing Date: 21 June 2022

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

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#### **POSITION OVERVIEW**

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website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This

includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah.

The Nurse Unit Manager of RACS is responsible for the sustained recruitment of nurses for all areas within the Division. They manage the UCH casual pool, return to work programs, roster management whilst maintaining accurate position reports and associated management of nursing workloads. The NUM is to provide expert clinical leadership and management within a nursing and multidisciplinary team. It is expected that the NUM will promote, incorporate, and maintain the National Safety and Quality Health Standards at a ward level. Assist with patient flow through management of the UCH waitlist and in collaboration with CHS and other health services in the ACT.

This position is based at UCH on the University of Canberra campus and is a part of the RACS Nurse Leadership team and is responsible for the strategic and operational management across the RACS Division ensuring the safe, efficient, and effective operations of all RACS areas at UCH, Canberra Hospital and Community Nursing. This position will report directly to the Assistant Director of Nursing (ADON) UCH and will work in collaboration with the other ADON's within the division of RACS to provide exceptional healthcare.

#### **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 leadership skills

Excellent organisational skills with a high degree of drive

Innovation, adaptability and flexibility to manage a busy health service

Excellent communication and interpersonal skills

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

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

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

Hold a current driver's licence.

#### **Desirable:**

Post graduate qualifications in health management and/or

Post graduate qualifications in Nursing

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.

#### **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: Katie McKinnon (+61) 0422 303 091 [Katie.McKinnon@act.gov.au](mailto:Katie.McKinnon@act.gov.au)

#### **Medicine**

##### **Stroke Unit**

##### **Stroke Nurse**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 42264 - 0238Q)**

Gazetted: 02 June 2022

Closing Date: 16 June 2022

Our Vision: creating exceptional health care together

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#### POSITION OVERVIEW

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

Patient centred, multidisciplinary care is provided to acute stroke patients presenting to the Emergency Department or in inpatient areas through Canberra Hospital. Co-ordination of care is also facilitated for hyperacute therapies for patients referred from peripheral hospitals.

The successful applicant will be required to work collaboratively as a member of the multidisciplinary team and work under broad direction to provide assessment and intervention for people presenting with acute stroke/transient ischaemic attack or requiring review for ongoing secondary prevention. Within the Acute Stroke team both an acute response, assessment and intervention in order to reduce long term disability and the length of hospital stay.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that you will contribute your expertise to the multidisciplinary team and work collaboratively with the head of department and provide clinical leadership to less experienced staff.

#### 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:

##### Desirable:

- Minimum three year post graduate experience.
- Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

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

Contact Officer: Anne Corney 0466 011 807 [anne.corney@act.gov.au](mailto:anne.corney@act.gov.au)

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

## **CAMHS Community Services**

### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 52413 - 0236W)**

Gazetted: 02 June 2022

Closing Date: 16 June 2022

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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Mental Health, Justice Health, 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 and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

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

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

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will manage the office/administrative aspects of the community-based team by provision of high-quality customer service to people accessing CAMHS Services, their networks and to Canberra Health Services Health personnel.

#### **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, you will have a demonstrated track record of working in a multi-disciplined team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
- Commitment to achieving positive outcomes for children and young people, their families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

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

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

##### **Mandatory:**

- Must hold a current driver's licence.

- Experience in working within the mental health sector.

Desirable:

- Experience in working with children and young people and their primary supports.
- Experience in working with mother's and infant and their primary supports.
- Experience with medical terminology would be an advantage.

Note: This is a temporary position available for nine months with the possibility of extension and/or permanency. This position is part-time at 7:21 hours per week and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Sarah Toohey (02) 5124 6543 sarah.toohey@act.gov.au

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

### **Adult Mental Health Community Teams**

#### **Manager**

**Registered Nurse Level 4.1 \$129,103, Canberra (PN: 57609 - 0238M)**

Gazetted: 02 June 2022

Closing Date: 16 June 2022

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

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#### **POSITION OVERVIEW**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

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

- Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions
- Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact
- Provide optimal treatment for people in their homes and community as effective hospital diversion

As Manager, you will be responsible for supporting the key strategic directions of the service, promoting change, and contributing to service development. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team premised on utilisation of performance planning principles and practices.

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing operational oversight of assessment and care planning for people experiencing mental illness. They will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the applicant will

contribute their expertise to the multidisciplinary team; provide supervision to staff at the Registered Nurse Level 1, 2 and 3 Levels as well as students.

The position reports to the Senior Manager who is based in the City Community Health Centre. This is an exciting opportunity for someone who may be interested in a 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

- Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service
- Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment

#### Position Requirements/Qualifications:

##### Mandatory:

- Hold a qualification in Nursing and be unconditionally registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- Prior experience in a management level 4 role that oversees operational and/or clinical coordination of a multidisciplinary team of staff.
- Current or previous experience as a Mental Health Officer

##### Desirable:

- Strong understanding of ACMHS with minimum of five years post qualification experience.
- Post Graduate Qualification in Mental Health Nursing or working towards such is highly desirable.
- Comprehensive experience or understanding of the NDIS and NGO sectors within the adult community sector and rehabilitation.
- Clozapine medication trained and awareness of current pharmacological interventions that are utilised in adult mental health teams.
- 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 and/or permanency. 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.
- Hold a current driver's licence
- Comply with CHS credentialing and scope of clinical practice requirements for Registered Nurses.

Contact Officer: Colin Noonan (02) 5124 1895 [colin.noonan@act.gov.au](mailto:colin.noonan@act.gov.au)

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

##### **Neuropsychology**

##### **Clinical Neuropsychologist/Registrar (Registered Psychologist)**

**Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 40371 - 0236F)**

Gazetted: 06 June 2022

Closing Date: 22 June 2022

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

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

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

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#### **POSITION OVERVIEW**

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: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

**Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)** provide health services 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. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government services to ensure the best possible outcomes for consumers.

An exciting opportunity exists for a Clinical Neuropsychologist/Registrar to join the friendly and supportive **MHS Neuropsychology team**, which sits under the Director of Allied Health. The team provides high quality neuropsychological services to consumers across all programs of MHJHADS including:

- Child and Adolescent Mental Health Services
- Adult and Older Persons Mental Health Services
- Alcohol and Drug Services
- Justice Health Services
- Secure Mental Health Inpatient Services
- MHS-Intellectual Disability
- Adult Mental Health Rehabilitation Unit
- Adult Mental Health Day Service

The team also provides consultation and in-servicing of staff, supervision of psychologists and provisional psychologists, and advice to the Division on matters related to neuropsychological assessment and intervention. The overall functions of the Clinical Neuropsychologist include:

- Promoting positive client outcomes through the provision of high-quality clinical services
  - Providing individual or group service delivery
  - Performing normal professional work under general professional guidance
  - May perform novel, complex, critical, or difficult tasks with professional supervision
  - Participating in the supervision and training of other staff, as directed
- The Clinical Neuropsychologist position reports to the Team Manager of MHS Neuropsychology.

#### **DUTIES**

Under limited direction of the Team Manager, you will deliver clinical neuropsychological services including: Provide skilled neuropsychological assessment and intervention across a range of clinical areas, with support. Exercise independent judgment on routine matters and perform novel, complex or critical tasks under professional supervision (with decreasing level of supervision as expertise increases).

Liaise with carers and other service providers, as required and appropriate.

Actively contribute to service planning, development, and evaluation in specific area of work, as required.

Complete clinical and administrative data collection and evaluation to standard.

Participate in activities that contribute to clinical governance and quality improvement, as relevant to the service.

Participate in supervision, continuing professional development, and performance appraisal and development.

Including, participate in research and health promotion activities, as required

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

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Ability to manage confidential and sensitive information.

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

High-level interpersonal, communication and team building skills, appropriate to work in a multidisciplinary clinical environment.

**Position Requirements/Qualifications:**

Previous experience working in a mental health setting

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

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

Undergo a pre-employment National Police Check.

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

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

Contact Officer: Mia Cotan Utomo 5124 1269 mia.cotanutomo@act.gov.au

**Cancer Ambulatory Support**

**Walk in Centres**

**Advanced Practice Nurse**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 52542 - 023E1)**

Gazetted: 07 June 2022

Closing Date: 24 June 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**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Walk in Centre's (WiC) are a primary health service with Advanced Practice Nurses (APN) and Nurse Practitioners (NP) who provide episodic care for minor injury and illness to the ACT community and surrounds. Advanced Practice Nurses provide care to clients, using advanced clinical assessment skills supported by clinical treatment protocols, medication standing orders and clinical decision making.

**ABOUT YOU**

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**Behavioural Capabilities**

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

**Position Requirements/Qualifications:**

Relevant registered nurse qualifications and a minimum of five years' experience working professionally in primary health assessment experience is preferred.

- Registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum of five years post graduate nursing experience.
- Ability to work across all ACT Walk-in Centres, as directed.

Desirable:

- Primary health assessment and treatment experience.
- Tertiary level qualification OR Post Graduate course work or study.
- The successful applicant must be available for a rotating roster with weekend, Public Holidays and evening work.
- Have an high-level 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.
- As part of the selection process permanent Advanced Practice Nurse position candidates will need to complete a 4-week OSCE training module and pass the relevant Assessments for which Canberra Health Services will supply a temporary paid position to cover you for completion of the training module and assessment. Failure to complete or pass the module and assessments will result in an unsuccessful application and no permanent offer being extended. Please contact the listed Contact Officer for further information regarding this process."

Contact Officer: Alison Wong 0466 455 727 Alison.Wong@act.gov.au

### **Equipment Services**

#### **Health Service Officer, Equipment Loan Service**

**Health Service Officer Level 3 \$54,613 - \$56,388 (Retention Point CHS Only \$56,483-\$61,166), Canberra (PN: 28693 - 023EG)**

Gazetted: 08 June 2022

Closing Date: 27 June 2022

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

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#### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

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

#### **ABOUT YOU**

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### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

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

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

Hold a current driver's license.

A high level of fitness and ability to perform all duties

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

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

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

Undergo a pre-employment National Police Check.

Obtain a 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 - Working with vulnerable people (WWVP) registration (act.gov.au)

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

Contact Officer: Jack Divorty (02) 5124 1029 Jack.Divorty@act.gov.au

## **Strategic Communications and Engagement**

### **Media**

#### **Assistant Director, Media**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 36837 - 023FX)**

Gazetted: 08 June 2022

Closing Date: 15 June 2022

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### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

### **COMMUNICATION AND ENGAGEMENT**

Our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals. We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities. This position plays an integral role in responding to media and providing timely and accurate information, ensuring high community awareness, positive community engagement and reputation management.

Canberra Health Services is seeking a SOG C Assistant Director, Media to join its Strategic Communication and Engagement team.

The team's role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals.

We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communications activities.

The Assistant Director, Media, reports to the Director, Media and plays an integral role in responding to media and providing timely and accurate information, ensuring high community awareness, positive community engagement and reputation management.



Please see the full position description for an overview of duties, behavioural capabilities, position requirements, selection criteria and details or how to learn more or apply.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Flexible, adaptive, and comfortable with a changing working environment

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

Highly developed organisational skills with a high degree of drive and responsiveness.

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

Relevant tertiary education qualifications and a minimum of two to three years working professionally in a related sector is preferred.

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

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

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

**Note:** This is a temporary position available for 13 months with the possibility of extension.

#### **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: Charlotte Harper (+61) 0435 690 304 [Charlotte.harper@act.gov.au](mailto:Charlotte.harper@act.gov.au)

#### **CHS Pathology**

##### **Microbiology**

##### **Senior Scientist Microbiology**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 26296 - 023F9)**

Gazetted: 08 June 2022

Closing Date: 27 June 2022

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#### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, seven days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The successful applicant will be required to supervise a laboratory team within the Microbiology Department located at The Canberra Hospital. They will participate in the routine work of the laboratory as well as performing investigations of a non-routine or more complex nature. Extensive in-depth knowledge and experience in clinical diagnostic microbiology is essential. The laboratory operates an extended hour service seven days a week and the successful applicant will be required to participate in the out of hours roster.

## ABOUT YOU

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### Behavioural Capabilities

Strong organisational skills with a high degree of drive

Strong attention to detail, reliable and punctual

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

Ability to communicate effectively with a diverse group of stakeholders and work as part of a team.

### Position Requirements/Qualifications:

#### Mandatory:

A Medical Laboratory Science Degree or equivalent relevant degree (Major in Clinical Microbiology is highly desirable).

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).

The successful applicant will need to participate in shift, after-hours work and out-of-hours rosters, including public holidays and overtime as required. Applicants should contact the laboratory for the details of current shifts.

Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

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

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

#### Desirable:

A minimum five year professionally relevant laboratory experience is preferred.

**Note:** Selection may be based on written application and referee reports only. The successful applicant will be required to supervise a laboratory team within the Microbiology Department located at The Canberra Hospital as well as participating in the routine work of the laboratory. You will also be expected to perform investigations of a non-routine and/or more complex nature. Extensive in-depth knowledge and experience in clinical diagnostic microbiology is essential. The laboratory operates an extended hour service seven days a week and you will be required to participate in the out of hours roster.

#### 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: Susan Bradbury (02) 5124 2510 Susan.Bradbury@act.gov.au

## Office of Chief Executive Officer

### Executive Officer

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 41892 - 023D6)

Gazetted: 08 June 2022

Closing Date: 15 June 2022

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

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### POSITION OVERVIEW

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Located on the Canberra Hospital campus, the Office of the Chief Executive provides strategic support to the Chief Executive Officer, undertaking high level coordination, liaison, research and reporting and provision of advice on specific issues. The Office consists of a Director, Executive Officer and Executive Assistant.

Reporting to the Director, Office of the CEO, the Executive Officer is responsible for the coordination of all incoming and outgoing correspondence within the Office, liaison with the Government Relations team on the provision of high-level advice to Minister's offices, and other priority projects. It also provides high level support and advice to the Chief Executive and Director as well as working closely with other senior leaders and their support teams across CHS.

To be successful, you will be a consummate professional, be confident with a fast-paced work environment, be adaptable and responsive, be able to quickly acquire knowledge and understanding of situations and subject matter and cultivate productive working relationships with a range of stakeholders

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

An expert communicator, adept at cultivating productive working relationships with a range of stakeholders; A demonstrated understanding of the workings of a senior executive office in a complex and fast paced working environment;

Strong organisational skills with a high degree of initiative and drive; and

Ability to be agile, flexible and respond to meet changing operational priorities.

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

Relevant public sector or equivalent experience is highly desirable.

Previous experience working in the health sector is highly desirable.

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

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

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

Appointment will be based on application and referee checks only.

**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: Nicole Stevenson (+61) 0411 154 648 [nicole.stevenson@act.gov.au](mailto:nicole.stevenson@act.gov.au)

#### **Obstetrics and Gynaecology**

##### **Maternal Fetal Medicine /DDU Subspecialist**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57248 - 022Q9)**

Gazetted: 08 June 2022

Closing Date: 27 June 2022

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#### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The CHS foetal Medicine Unit is seeking a temporary Maternal foetal Medicine Subspecialist or DDU trained Specialist for a period of 12 months with the possibility of extension.

The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. The Centenary Hospital for Women and Children has more than 3700 births per year and is a level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care perinatal unit between Sydney and Melbourne and has a busy Foetal Medicine Unit. The department is accredited by RANZCOG for the FRANZCOG Training Program and subspecialty training in Maternal Foetal Medicine. The Centenary Hospital's Centre for Newborn Care has over 650 admissions per year. The Foetal Medicine unit comprises a multidisciplinary team who work closely to provide high quality care for high-risk pregnancies. This includes close collaboration with the Neonatology team and allied health including Genetics. The successful applicant must have RANZCOG Fellowship and MFM Subspecialist qualifications or equivalent. They must possess excellent communication skills with the ability to interact sensitively in a high-risk obstetric environment and have a demonstrated commitment to teaching.

This position will be embedded in the Foetal Medicine Unit, with pro-rata on call duties and contribution to inpatient management when required.

#### **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.

Flexible approach to work including the ability to embrace challenges and provide innovative solutions to problems.

Highly conscientious and professional in all aspects of work.

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

Relevant qualifications and experience working in obstetric and gynaecological imaging is preferred.

#### **Mandatory:**

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

Hold a Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or an equivalent higher specialist qualification

Hold a Subspecialty Qualification in Maternal Foetal Medicine (MFM) with the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or a Diploma of Diagnostic Ultrasound with Australian Society for Ultrasound in Medicine (ASUM), or an equivalent subspecialist qualification

#### **Desirable:**

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

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

**Note:** This is a temporary position available for 11.5 months with the possibility of extension and/or permanency.

#### **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 medical professionals

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

Contact Officer: Natalie De Cure 51247593 Natalie.DeCure@act.gov.au

#### **Nursing**

**Majura, Stromlo and Cotter wards**

**Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$129,103, Canberra (PN: 22402, several - 023FU)**

Gazetted: 07 June 2022

Closing Date: 24 June 2022

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**POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness. The CNC of a UCH ward is responsible for the day-to-day operational management of services with the ward, including the management of nursing workloads, model of care, and patient flow. The CNC is to provide expert clinical leadership and management within a nursing and multidisciplinary team. The CNC will develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow. It is expected that the CNC will promote, incorporate and maintain the National Safety and Quality Health Standards at a ward level.

There is an expectation that the successful applicant/s will maintain accountability for their own practice standards, education and work collaboratively with the University of Canberra team to support the professional development of the UCH nursing workforce.

**ABOUT YOU**

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**Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

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

**Position Requirements/Qualifications:**

**Mandatory:**

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

**Desirable:**

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

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

Hold Intermediate Life Support Certification.

Hold a current driver's 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:** These are temporary positions Recruiting for three Clinical Nurse Consultant positions at University of Canberra Hospital.

**Majura Ward** - Older Persons Rehabilitation, 12-month temporary position

**Stromlo Ward** - Neuro Rehabilitation, six months with possibility of extension and/or permanency

**Cotter Ward** - Slow Stream Rehabilitation, three months with possibility of extension and/or permanency

**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: Katie McKinnon (+61) 0422 303 091 [Katie.McKinnon@act.gov.au](mailto:Katie.McKinnon@act.gov.au)

### **Territory Wide Mental Health Services**

#### **Health Professional Level 3 - Access Mental Health Team**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 46496 - 02380)**

Gazetted: 07 June 2022

Closing Date: 24 June 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access to 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 Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services.

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. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

Administration skills to be able to provide quality work outputs.

Organisational skills to be able to manage workload.

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

**Position Requirements/Qualifications:**

Relevant qualifications for each discipline as below with a minimum of 12 months experience working professionally in the appropriate field is mandatory along with:

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:**

**Mandatory**

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

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

**For Psychology:**

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

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

**For Social Work:**

Degree in Social Work

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

Registration under the *ACT Working with Vulnerable People Act 2011*

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

**Note:** This position may be filled based on written application and referee reports only.

**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.

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

Contact Officer: Jodie Russell (02) 6207 2570 Jodie.Russell@act.gov.au

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

**Office of the Director of Clinical Services**

**Clinical Support Officer**

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 43290 - 023D8)**

Gazetted: 07 June 2022

Closing Date: 21 June 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Mental Health, Justice Health, 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.



The Director of Clinical Services (DoCS) provides senior clinical leadership across all of MHJHADS. This includes significant leadership commitment towards quality and clinical safety. The role includes being the Chair of the Morbidity and Mortality Committee, as well as a lead role in Clinical Governance across all the areas.

The Clinical Support Officer (CSO) reports to the Director of Clinical Services and provides high level support in assisting with the strategic and operational direction for all Divisional Services, national mental standards and clinical practice. The successful applicant will require considerable applied knowledge and experience of the ACT health system, mental health legislation, well demonstrated understanding of quality and safety systems and a demonstrated commitment to meeting standards and managing job demand.

#### ABOUT YOU

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#### Behavioural Capabilities

1. Be flexible, adaptable and comfortable with a changing working environment.
2. Be able to work independently to deliver on objectives set in a timely manner.
3. Competent negotiation and influencing skills in dealing with complex situations.
4. Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

#### Position Requirements/Qualifications:

Relevant tertiary qualifications in either Nursing, Social Work, Psychology or Occupational Therapy and a minimum of three years' experience working professionally in mental health is preferred.

Mandatory qualifications (dependent on applicant's professional group as shown below):

#### Nursing:

- Approved tertiary qualifications or equivalent in nursing.
- Current registration or eligibility for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia.

#### Social Work:

- Bachelor of Social Work and eligible for membership of the Australian Association of Social Work.

#### Occupational Therapy:

- Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia.

#### Psychology:

- At least a 4- or 5- year accredited tertiary sequence of study in Psychology followed by a post-graduate qualification in Psychology or a one or two year Board approved internship (i.e. 4+2 or 5+1) in Psychology.
- General Psychology registration with AHPRA

#### Desirable (regardless of professional group)

- Current driver licence 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.

Note: This position is part-time at 24 hours per week and the full-time salary noted above will be pro-rata.

Selection may be based on application and referee reports only.

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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

Contact Officer: Julie Hanson (02) 5124 9188 [Julie.Hanson@act.gov.au](mailto:Julie.Hanson@act.gov.au)

#### Medicine

#### Canberra Clinical Genomics

#### Operations and Quality Control Officer

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 56363 - 023C0)



Gazetted: 03 June 2022

Closing Date: 17 June 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Canberra Clinical Genomics (CCG) is a division of the Canberra Health Services with laboratories located at the Australian National University. CCG provides diagnostic, analytical and consultative services to medical specialists and general practitioners in the field of Genomics. CCG currently provides accredited diagnostic whole exome sequencing service to the ACT and surrounding regions.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Displays behaviour consistent with CHS's values of reliable, progressive, respectful, and kind.

Demonstrates strong organisational skills with a high degree of drive.

Demonstrates high-level communication and interpersonal skills with a proven ability to build and maintain effective professional relationships.

Displays adaptability and the flexibility necessary to accommodate change and provide a service which is responsive to clients' needs.

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

##### **Mandatory:**

Bachelor of Science/Applied Science, or equivalent.

##### **Desirable**

Minimum of one years' experience working professionally in diagnostic laboratory 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.

**Note:** This is a temporary position available from 6 January 2023 for six months with the possibility of extension and/or permanency.

#### **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: Edda Koina (02) 5124 5630 [edda.koina@act.gov.au](mailto:edda.koina@act.gov.au)

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

##### **Community Care Program**

##### **Transitional Nurse Practitioner**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 55671 - 023BH)**

Gazetted: 07 June 2022

Closing Date: 21 June 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

Rehabilitation, Aged and Community Services work collaboratively with the individual, carers, and other services within and external to Canberra Health Services.

The Community Nursing Service is a nurse-led service that provides community-based nursing care to residents of the ACT in a clinic or home setting. The Community Care Program (CCP) enhances person-centered care that is integrated into the clients' life. Services provided by Community Nursing include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care.

This full-time consultancy role provides high level clinical leadership and education in palliative care to clinicians engaging in generalist palliative care for clients with a range of needs within the Community Nursing Service. In this role the Clinical Nurse Consultant fosters and maintains relationships between the Community Nursing Service and the various palliative care services in the ACT region and actively fosters staff knowledge through education and training of primary palliative care across all the community nursing teams.

The position is based at the City Health Centre but maintains a presence at each site of the Community Care Program.

#### ABOUT YOU

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#### Behavioural Capabilities

1. Individual initiative with strong problem solving and consultation skills
2. Well-developed communication and interpersonal skills
3. The ability to work autonomously and as part of the MDT
4. Well-developed organisation and time management skills

#### Position Requirements/Qualifications:

- Must be registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- Must hold a current Australian driver's licence.
- Tertiary qualifications and recent experience in palliative care applicable to the position is desirable.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is a temporary position available for 18 months with the possibility of extension.

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 requirements for nursing.

Contact Officer: Alan Merritt 0431 729 667 [Alan.Merritt@act.gov.au](mailto:Alan.Merritt@act.gov.au)

## **Adult Acute Mental Health Services**

### **Administration Manager**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 45525 - 023AD)**

Gazetted: 03 June 2022

Closing Date: 22 June 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services (AAMHS) incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU), the Mental Health Unit 12B (12B MHU) and the Consultation Liaison (CL) Team across the Emergency Department and Canberra Hospital.

AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a low dependency six bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and or treatment initiation. 12B MHU is a ten bed Low Dependency Mental Health Unit.

### **ABOUT YOU**

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

### **Behavioural Capabilities**

Ability to manage confidential and sensitive information.

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

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

Strong and assertive communication.

Human resource management skills.

**Position Requirements/Qualifications:**

As a mandatory requirement, you must be registered under the *Working for Vulnerable People Act*. It is highly desirable that the successful applicant will hold a current driver's licence, has experience within a health administration area, and has knowledge and experience in the use of relevant medical terminology.

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 eleven 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: Tessa Sealey (02) 5124 5404 [tessa.sealey@act.gov.au](mailto:tessa.sealey@act.gov.au)

**Acute Allied Health Services**

**Nutrition Department**

**Nutrition Allied Health Assistant**

**Allied Health Assistant 2 (Qualified) \$56,482 - \$62,885 (up to \$64,757 depending on qualification level),**

**Canberra (PN: 20668 - 023BJ)**

Gazetted: 06 June 2022

Closing Date: 20 June 2022

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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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services. Services include;

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

Under supervision this role supports the Dietitians in provision of Nutrition Support to patients within the hospital.

Duties include supporting the operation of the special diet service and infant feeding service, preparation and distribution of adult and infant formulas according to departmental guidelines, computer data entry, patient visits with documentation, reception and other administrative duties.

This role is required to participate in after-hour shifts, including potential for weekend and public holiday work.

**ABOUT YOU**

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### **Behavioural Capabilities**

Strong organisational skills with a high degree of initiative.

Flexible and adaptive approach to work.

Strong interpersonal skills and confidence with communicating across a range of stakeholders

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

Relevant certificate three qualification or equivalent.

Hold a current driver's license.

The successful applicant will need to be available for 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.

**Note:** This is a temporary position available for a period of twelve months with possibility of extension and or/permanency. This role is required to participate in after-hour shifts, including potential for weekend and public holiday work. This recruitment will be used to establish a merit list of candidates which may be used to fill any permanent, temporary or casual AHA2 positions which may arise in the next 12 months.

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

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

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

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

Contact Officer: Andrew Slattery 5124 5135 [andrew.slattery@act.gov.au](mailto:andrew.slattery@act.gov.au)

## **Community Health Centres**

### **Health Centre Administration**

**Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 24272 - 023EQ)**

Gazetted: 06 June 2022

Closing Date: 20 June 2022

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

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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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

There are seven Community Health Centres as part of Canberra Health Services. These health centres are located at Belconnen, Gungahlin, Dickson, City, Phillip, Weston and Tuggeranong. Five of these health centres have Walk-In Centres co located with them.

Administration Officers provide support with receptionist duties including telephone and front reception enquiries, arriving consumers, records management, and administrative support to the clinical services within the

Community Health Centres. Administration Officers are expected to work across all the health centres and are supported by a Health Centre Coordinator and more broadly an Administration Manager.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Good interpersonal skills and passionate about high quality customer service.

Ability to work in a collaborative manner and to adapt to a fast-paced environment.

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

Relevant experience in an administrative or customer service-based environment would be an advantage but is not a requirement.

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.

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

#### **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: Branka Milanovic 0427749605 [Branka.Milanovic@act.gov.au](mailto:Branka.Milanovic@act.gov.au)

### **Infrastructure and Health Support Services**

#### **Senior Project Manager**

**Infrastructure Officer 4 \$134,705 - \$153,043, Canberra (PN: 45390 - 02395)**

Gazetted: 06 June 2022

Closing Date: 20 June 2022

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#### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure delivery, facilities management and a diverse array of non-clinical support services that is focussed on delivering timely patient centric solutions across the CHS organisation.

The Senior Project Manager role will report to the Project Director, Capital Project Delivery and undertake key activities to support the planning and delivery of CHS capital projects. The role will require working in close collaboration with infrastructure delivery partners, Major Projects Canberra.

The Senior Project Manager will be responsible for managing a number of major CHS projects, ensuring that they are delivered on time and within budget, whilst minimising impacts to clinical services from operating within a live hospital environment. This will include a range of construction projects involving demolition works, construction of new buildings and refurbishments or existing buildings. A key element will be engaging with internal and external stakeholders and managing stakeholder expectations to deliver agreed project outcomes.

#### **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, you will be someone who thrives on working in a fast-paced, stimulating and results-orientated environment. You will be able to liaise effectively with a broad range of stakeholders to deliver agreed outcomes. You will also have a demonstrated track record of working in a team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

Have strong interpersonal and negotiation skills, and the ability to develop and maintain positive working relationships across CHS and with external stakeholders;

Be able to respond to and prioritise competing and often urgent requests in a calm and efficient manner, while maintaining high work standards and accuracy; and

Have a commitment to achieving positive outcomes for clients and the CHS organisation.

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

##### **Mandatory**

Relevant profession qualifications in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

##### **Desirable**

General Construction Induction Card (White Card) for working on a construction site.

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 two years with the possibility of extension and/or permanency.

**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: Owen Hughes (02) 5124 8732 [owen.hughes@act.gov.au](mailto:owen.hughes@act.gov.au)

#### **Operational Support Services**

##### **Protective Services**

**Health Service Officer Level 6 - Senior Security Officer**

**Health Service Officer Level 6 \$62,328 - \$65,010, Canberra (PN: 53470 - 02357)**

Gazetted: 06 June 2022

Closing Date: 23 June 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Protective Services section is embedded within the Infrastructure and Health Support Services Division.

Protective Services' mission is to provide the necessary climate and mechanisms that will enable staff, patients and visitors at Canberra Health Services' facilities to go about their daily activities without fear or intimidation by



preventing crime and protecting persons and property. As a Senior Security Officer you will ensure a safe and secure environment is maintained for staff and consumers at Canberra Hospital, the Dhulwa Mental Health Unit and non-acute sites by providing incident response, proactive security functions and enforcement of Canberra Health Services policy and directives. As a Senior Security Officer, you are expected to be able to perform duties in all of the following work streams: Security Supervisor Assistant Director Security Operations Director Senior Security Officer \* General Duties which provides a dynamic capability to deter, detect and respond to security episodes. This may mean working as a lone Security Officer in an area or at a site where a higher level of decision making is required. \* Control Room / Pass Office which operates comprehensive electronic security systems including access control (electronic and mechanical), cameras, alarm monitoring, radio systems, intercoms and phones in a high-paced environment. A high degree of ICT knowledge is required to perform this role.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

Emotional maturity and resilience

Exceptional conflict management and resolution

Ability to work within protocols, processes and use initiative

Professionalism, a strong moral compass, and teamwork.

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

##### **The successful applicant must (mandatory):**

Possess a Certificate II in Security Operations and an ACT Security Licence

Possess an unencumbered ACT Driver Licence (or equivalent)

Be prepared to wear a uniform and work a shift roster, weekends, public holidays or night shifts at any Canberra Health Services worksite on an 'as needs' basis

Be able to complete a continuous 500m run comprising of a series of five 100m laps, with stair ascent and descent of ten steps at the end of each lap, and a 20m dummy drag, in under five minutes on an annual basis

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

Be willing to be, and remain, vaccinated against vaccine-preventable diseases during their employment

Attain a Certificate III in Security Operations with the following competencies within the first 12 months of employment:

Monitor security from control room

Restrain persons using handcuffs

Control persons using baton.

##### **The successful applicant should (desirable):**

Possess a high degree of ICT knowledge in order to operate comprehensive electronic security systems which include access control, cameras, alarm monitoring, radio systems, intercoms and phones

Possess a sound understanding of providing security services in a healthcare setting.

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

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

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

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

##### **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: Chris Mooney (02) 5124 5145 [chris.mooney@act.gov.au](mailto:chris.mooney@act.gov.au)

## Medicine

### Acute Medical Unit

**Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 56912 - 02311)**

Gazetted: 06 June 2022

Closing Date: 14 June 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.CanberraHealthServices.act.gov.au/>

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

An exciting opportunity exists for Physicians and Emergency Specialists to join a multidisciplinary health team in the new Acute Medical Unit (AMU). The AMU is a short-stay ward and unit for adults, designed to deliver timely, evidenced-based and holistic care during the admission phase of medical inpatient care. The AMU provides early senior medical and multidisciplinary input for patients that require admission under internal medicine units. It also allows further work up of patients with acute undifferentiated medical conditions in a non-Emergency Department (ED) clinical space. The AMU is physician-led and has dedicated medical, nursing, allied health and support staff to ensure patients begin their hospital journey with a comprehensive management plan.

The AMU commenced in a ward environment in late 2021 and has plans to progressively expand towards a state-of-the-art Acute Medical Unit in the Canberra Hospital Expansion Project (scheduled for completion in 2024). The AMU service sits within the Division of Medicine governance structure. There is opportunity for joint roles, to give applicants a flexible job plan and work in other complementary areas within the Division. As such, the AMU role may be combined with other options such as also working in the expanding Hospital in the Home (HITH) service, General Medicine, Emergency Medicine or other sub-specialty units according to availability of positions, or in other teaching or nonclinical/administrative roles available within CHS. Applicants should have had training and experience in the management of adults with acute medical conditions requiring hospital level management. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing, allied health and medical staff. This includes Advanced and Basic Physician Trainees in General Medicine and prevocational doctors who are involved in well-developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on-line journals and textbooks.

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 on line journals and textbooks.

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

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

**Note:** The current opportunities are for a fractional FTE of up to 0.5FTE which can be combined with other roles as appropriate and available. The full time salary noted above will be paid pro rata.

#### **DUTIES**

Under limited direction of the Acute Medical Unit Director, you will:

Provide competent and efficient clinical management of general medical inpatients within the Acute Medical Unit.

Attend and contribute to medical and multidisciplinary handover sessions, clinical and business meetings and contribute to the clinical governance of the AMU by undertaking clinical audit activities, clinical pathway development and demonstrating an active commitment to best clinical practice.

Contribute to Acute Medical Unit quality assurance, research and postgraduate teaching activities as required.

Actively engage in quality and safety activities and model of care development for the Department and the Division.

Contribute to the AMU on-call and after-hours roster.

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

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

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

A commitment to practicing holistic medicine that considers and is sensitive to a patient's unique psychological, spiritual and socioeconomic background.

Ability to liaise effectively with multidisciplinary staff at all levels and across disciplines.

#### **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.

Fellowship of the Royal Australasian College of Physicians (RACP) or Australasian College for Emergency Medicine (ACEM) or equivalent specialist qualifications.

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

Fulfil the responsibilities of this role 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:**

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.

##### **Please note 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 Police check.

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

**Additional Information:**

Requirements for fractional on-call will be subject to clinical operational requirements and will be negotiated at the time of appointment on an individual basis.

Approval for second job will need to be submitted annually. Commitment to second job must not impact on the agreed clinical duties of the specialist at Canberra Hospital.

Adherence to agreed attendance hours including agreement to annual job planning for clinical operational requirements is required.

It is expected that approximately 80% of attendance time will be focused on substantive clinical service delivery role, and approximately 20% to non-clinical duties.

It is expected that the successful applicant will have a track record as a successful member of a clinical team and demonstrate a strong commitment to teaching at all levels including medical, nursing and allied health professional staff.

Contact Officer: Dr Anna Nakauyaca (02) 5124 0000 Anna.Nakauyaca@act.gov.au

**Cancer and Ambulatory Support**

**CHS Cancer and Ambulatory Services**

**Radiation Therapist Grade 3.1**

**Radiation Therapist Level 3.1 \$107,851 - \$111,376, Canberra (PN: 57518 - 023CR)**

Gazetted: 06 June 2022

Closing Date: 23 June 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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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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department delivers a comprehensive radiation therapy service using modern equipment and the latest technology including four modern Varian Linear Accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Eclipse Treatment Planning System, iPlan SRS Planning System, ExacTrac and ARIA Oncology Information System.

A Radiation Therapist Grade 3.1 is expected to make a significant contribution to service development, technology implementation and teaching generally, and in particular, with their nominated speciality. A Radiation Therapist Grade 3.1 will have a high-level knowledge and expertise in modern Radiation Therapy with ongoing evidence of proficiency in at least one complex clinical procedure.

Relocation reimbursement may be considered

**ABOUT YOU**

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**Behavioural Capabilities**

Good time management and organisational skills

Ability to work in a busy environment with a multidisciplinary team

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

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

**Position Requirements/Qualifications:**

Relevant tertiary Radiation Therapy qualifications and a minimum of five years' experience working professionally in Radiation Therapy is preferred.

Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia.

ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes.

The successful applicant will need to be available for occasional 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:**

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

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: Martin Seng (02) 5124 2284 martin.seng@act.gov.au

**Social Work**

**Health Professional Office**

**Health Professional Level 1 \$65,402 - \$85,685, Canberra (PN: 45836 - 0237P)**

Gazetted: 03 June 2022

Closing Date: 17 June 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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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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

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

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

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health

circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

CHS is seeking dynamic new graduates (graduating 2021) to fill several positions within CHS, in areas such as Cancer Psychosocial Service, Acute Support Social Work and Rehabilitation Aged and Community Services. CHS offers a 12-month, structured program that provides orientation, supervision and support for social work graduates to further develop their knowledge for social work practice in health.

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

Under professional supervision you will play a key role in delivering high quality patient centred and associated functions to support service delivery in clinical areas by:

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

Providing individual or group service delivery.

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

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong work ethic and ability to adapt to a constantly changing environment.

Effective communication and interpersonal skills.

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

Ability to communicate and relate to people of varied backgrounds.

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

Relevant degree in Social Work qualifications. This is a new graduate that offers a 12-month, structured program that provides orientation, supervision for social work graduates to further develop their knowledge for social work practice in health.

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

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

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

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

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

#### **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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Comply with CHS credentialing

Reference checks

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

Contact Officer: Natasha Synnott (02) 5124 0075 [Natasha.Synnott@act.gov.au](mailto:Natasha.Synnott@act.gov.au)

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

##### **Health Professional level 3**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 23690 - 0235J)**

Gazetted: 08 June 2022

Closing Date: 22 June 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

**Mental Health, Justice Health and Alcohol and Drug Services** provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. We partner with our health care consumers, their family, carers, government, and community organisations to ensure that they receive the best possible care during their treatment and recovery. All care that we provide is driven by our values of being kind, reliable, respectful, and progressive. We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures the rights and dignity of people are promoted and protected.

**The Adult Mental Health Rehabilitation Unit (AMHRU)** is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers, and other key stakeholders. The psychologist is an integral member of the multidisciplinary team and, under limited supervision from the Allied Health Manager, is responsible for the provision of high-quality psychological services to achieve sound outcomes for people within a therapeutic environment. This includes: -

- Promoting positive outcomes through the provision of high-quality clinical services

- Networking and health promotion activities /education

- Education, individual or group service delivery

- Perform novel, complex, critical, or difficult tasks with professional supervision

- Participation in the supervision and training of other staff, as directed.

The Psychologist position is a senior role within the AMHRU, it is expected that the role will contribute its expertise to the multidisciplinary team, provide supervision to staff at Health Professional Level 1 and 2, to Allied Health Assistants, and to students.

The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Recovery Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

The AMHRU is located at the University of Canberra Hospital.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Ability to manage confidential and sensitive information.

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

High-level interpersonal, communication and team building skills appropriate to work in a multidisciplinary clinical environment.

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

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

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

#### **Highly Desirable:**

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



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.

**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.

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

Contact Officer: Kannan Sakthivel (02) 5124 0220 Kannan.Sakthivel@act.gov.au

## Pathology

### Haematology

#### Bone Marrow Transplant, Senior Quality Officer

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 38713 - 0232B)**

Gazetted: 07 June 2022

Closing Date: 24 June 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.

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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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Haematology laboratory is a tertiary facility performing stem cell cryopreservation procedures in the Bone Marrow section. Stem cell collections are carried out in the Haematology Day/Apheresis unit of the Canberra Region Cancer Centre.

The Senior Scientist Bone Marrow Transplant (BMT) Quality is responsible for implementation, maintenance, and review of the quality systems employed within the BMT unit, and overseeing quality training and competency programmes in accordance with current regulatory guidelines. The position is responsible for quality systems across both the Apheresis Unit and the BMT laboratory and works closely with senior scientific and nursing staff. The position reports to the Haematology Laboratory Chief Scientist and is also under the direction of the BMT Program Director.

#### 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. High level interpersonal and communication skills, with ability to liaise with a diverse group of stakeholders.
2. Commitment to continuous improvement.
3. Ability to work autonomously and cooperatively within a team.

Position Requirements/Qualifications:

Relevant tertiary qualification in science or equivalent relevant qualification and a minimum of three years' experience working professionally is preferred.

- Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).
- Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This position is part-time at 14:70 hours per week and 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.

Contact Officer: Jackie Pratt (02) 5124 2034 [jackie.pratt@act.gov.au](mailto:jackie.pratt@act.gov.au)

### **Canberra Institute of Technology**

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

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

#### **CIT Corporate Services**

#### **Student Information Management System**

#### **Banner Assist**

#### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 17171)**

Gazetted: 02 June 2022

Closing Date: 9 June 2022

Details: Applications are invited for a Customer Support Officer position within the Student Management Systems Team at Canberra Institute of Technology CIT). This position provides support to users of CIT's Student Information Management System, Banner, and involves;

Receive and attend to enquiries. Provide basic system and procedural advice and assistance to Banner users.

Maintain and update Banner user account and authentication information.

Carry out data retrieval and reporting tasks. Provide general administrative support as required.

Assist with staff training in basic Banner use. Assist with the preparation of training materials.

Undertake other duties and special projects appropriate to the classification that contribute to the overall functionality and maintenance of the Banner System.

General administrative support as required.

To be successful in this role, a good working knowledge of the Banner application, especially around applications, enrolments, CRN creation and Banner Self-Service is an advantage. As this is an email and telephone support role, you will need to be a good communicator with excellent client service skills.

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

Eligibility/Other Requirements: Experience with Student Information Management Systems such as Banner and the Argos reporting tool will be highly regarded.

Note: This is a permanent vacancy available from 20 July 2022. 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: Applicants are required to address the Selection Criteria in the Position Description (maximum four pages) and provide a current curriculum vitae along with the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Pabs Balbarosa (02) 6207 5598 [pabs.balbarosa@cit.edu.au](mailto:pabs.balbarosa@cit.edu.au)

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

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

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

#### **Chief Digital Officer**

**Temporary Vacancy (11 August 2022 to 9 November 2022)**

**Chief Minister, Treasury and Economic Development**

**Digital, Data and Technology Solutions**

**Position: E785**

**(Remuneration equivalent to Executive Level 3.3)**

Circulated to: ACTPS Senior Executive List

Date circulated: 6 June 2022

The Chief Minister, Treasury and Economic Development Directorate are seeking applications for the short-term filling of the Chief Digital Officer (CDO) role (Deputy Director General equivalent) for the period 11 August 2022 to 9 November 2022.

The position reports to the Director-General of Chief Minister, Treasury and Economic Development Directorate and Head of Service, as well as the Under-Treasurer, and works with the ACTPS Strategic Board to ensure sound technology investment decisions achieve outcomes for government, the community and the efficiency of the ACTPS.

The CDO is supported by the DDTS Executive Leadership Team, including four directorate reports and indirect responsibility for around 600 staff.

The ideal candidate will have extensive strategic leadership experience, an outcomes focus, excellent collaboration and negotiation skills, and good insights into managing complex transformational change.

**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 Bettina Konti via email, [Bettina.Konti@act.gov.au](mailto:Bettina.Konti@act.gov.au) by COB Monday 13 June 2022.

**Remuneration:** The position attracts a remuneration package ranging from \$383,752 - \$400,925 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$343,470.

Contact Officer: Bettina Konti (02) 6207 2242 [Bettina.Konti@act.gov.au](mailto:Bettina.Konti@act.gov.au)

#### **Access Canberra**

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

**Complaints Management Team**

**Case Manager**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 24826, several)**

Gazetted: 07 June 2022

Closing Date: 21 June 2022

Details: Are you ready to undertake an exciting adventure? Can you perform the unachievable regularly? Do you have the ability to pull a rabbit out of a hat, or make problems vanish into thin air? Can you create new space and time at a moment's notice? If so, pack up your magic wand and fly over to Access Canberra!

In this important position, you will play a vital role to support our master magicians within the Access Canberra Complaints Management Team.

We are on the lookout for a dynamic, flexible, solutions-focused individual to join the team and make some real contributions towards shaping the way Access Canberra engages with its customers, deals with complaints, stakeholders, and the community.

If you're a person who likes to help make things happen and amaze others with your leadership, communication and stakeholder engagement skills then we want you to join our magical team in Access Canberra.

To be successful in this role, you will have:

the ability to provide high quality customer service in a fast-paced environment

excellent verbal and written communication and negotiation skills

strong time management skills with ability to prioritise duties and multitask

the ability to interpret legislation, policy and procedures

have confidence and resilience when handling challenging situations and the ability to resolve enquires in a calm and focused manner

We welcome applications from people with experience in the community, public and private sectors. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application. Access Canberra is committed to ensuring all applicants are able to compete on an equal basis for our employment opportunities. Reasonable Adjustment refers to any administrative, environmental or procedural modification that may provide an individual with a different way to provide evidence that they meet the requirements of a position equally and fairly.

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: Refer to the Position Description for role specific requirements.

Note: These are temporary positions available immediately for a period of six 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. All applicants may be asked to participate in an online jobs skills assessment. If you have any requirements for Reasonable Adjustments to be made to the recruitment process to ensure that you have an equal and fair opportunity to be considered for selection, please contact the Contact Officer.

These positions are located in an activity-based working (ABW) work environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply:

If you think you are the right person to fill one of these roles, please submit:

An up-to-date Curriculum Vitae (CV).

A written response of one to two pages that demonstrates your suitability for these positions based on your skills, knowledge and behaviour as they relate to the duties/requirements detailed in the position description. Ensure your response addresses each of the points listed under the selection criteria - see helpful tips for writing a successful application.

A short video (two to three minutes maximum) - this is an opportunity to sell yourself and demonstrate your communication skills. Your video should complement your written application and CV – see helpful hints for making your video.

In your video you should:

Briefly tell us who you are and what attracted you to the role.

Thinking about duties of the role you are applying for and the environment you will be working in, using the S.T.A.R method (Situation, Task, Action, Result) to answer the next two questions:

describe a time you had difficulty getting a challenging customer to understand what you were telling them. How did you handle this, what was the outcome?

describe a workplace problem, or situation that placed pressure on you. How did you handle this, what was the outcome?

#### ADDITIONAL INFORMATION FOR APPLICANTS

How to create and submit your video

Sign up to create an account with Dropbox or Google Drive.

Record a short video (2 - 3 minutes) on your preferred device.

Using Apple devices (iPhones, iPad) – how to guide

Using Android phones – how to guide

Upload a video file in Dropbox or Google Drive.

How to upload video files

Dropbox - How to upload and download files in Dropbox | Dropbox Help

Google Drive - Upload files and folders to Google Drive - Computer - Google Drive Help

Copy the link to your video and send it with your application and CV

How to share and copy link to video files

Dropbox - How to share files from your phone or tablet | Dropbox Help

Google Drive - Share folders in Google Drive - Android - Google Drive Help

#### HELPFUL TIPS FOR WRITING A SUCCESSFUL APPLICATION

Providing specific evidence-based examples of your past experience, will show the selection panel that you understand the position requirements and that your capabilities will enable you to perform well in the role.

Ensure your examples to the selection criteria address all the points listed under each of the headings (Skills, Knowledge, Behaviour). You don't have to have a separate answer for each point - one example that covers all the

points is acceptable. However, if you feel you need to provide more than one example to cover each of the points adequately that is ok too.

The **STAR** model below is one of the ways that you can structure your written response to help demonstrate your capabilities, using specific examples:

**SITUATION** Describe the context and background of the project or task and your personal involvement in it. Set the scene and be as specific as possible.

**TASK** Explain the specifics of your responsibility and what you were required to achieve and by when.

**ACTION** What did you personally do to perform the task? How did you do it

**RESULT** What was the outcome generated by the action that you took?

**EXAMPLE - S.T.A.R METHOD RESPONSE EXAMPLES - UNSUITABLE RESPONSES**

**SITUATION** –While working in the Contact Centre I answered a call from an elderly gentleman wanting to place an order online and he was having problems selecting the product he needed and making the payment over the phone.

**TASK** – I saw it as my task to spend time patiently helping the gentleman choose the products he was after and to talk him through the payment process, reassuring him along the way.

**ACTION** – I started off by asking him a series of questions to ascertain which products he needed. Once we had achieved that stage, I then explained in detail how we would use his payment details to process the payment, and that his details were totally secure. I then took the payment details and his address for delivery. I also upgraded him to our free express delivery service to provide further reassurance that he would receive his goods quickly.

**RESULT** – Although the customer was initially confused and struggled to find the products he needed, I managed to talk him through everything successfully by being patient and methodical in my approach. The customer was very happy with the service, and he has since used our company again to buy products.

I have been working as a customer service officer for the past 5 years. I have the skills and experience to fulfil the duties of the advertised role. I am friendly and outgoing and like to help people. I receive lots of great feedback from my customers and my supervisor. I would really like the opportunity to work in your organisation.

I am a really great communicator. I have 15 years of experience in general administration roles. In my last job we were required to prepare statistical reports, and I did it well.

I think that a good leader is someone who can communicate a clear vision. If I was in a business improvement position, I would find solutions to system inefficiencies.

**PROOFREAD** - Each of your responses to the selection criteria should be:

Free from errors Concise, precise and relevant

Factual and positive About your capabilities and experience

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

Contact Officer: Nathan Marshall (02) 6207 2106 Nathan.Marshall@act.gov.au

## **DDTS**

### **Technology Services Branch**

#### **Endpoint User Services**

#### **Senior Level Three Desktop Support Analyst**

#### **Senior Information Technology Officer Grade C \$113,397 - \$122,062, Canberra (PN: 05134)**

Gazetted: 03 June 2022

Closing Date: 17 June 2022

**Details:** Endpoint User Services (EUS) have a great opportunity for an experienced and motivated person to take on the role of Senior Level Three Desktop Support Analyst. This position supports the achievement of DDTS organisational objectives and Service Level Agreements through the delivery of quality customer services and ICT solutions.

The position will join the larger Endpoint User Services team with responsibility for leading, coaching and coordinating the Level 3 Support Team in a Microsoft Windows based enterprise desktop environment. The role requires: a sound technical understanding of a wide range of Microsoft products and technologies including Microsoft 365, endpoint and server operating systems to allow you to provide technical support to DDTS ICT staff and customers; an understanding of third-party enterprise printing solutions; an ability to assist in developing solutions for Whole of Government identified issues; as well as undertaking assigned project work as requested. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other requirements:** The successful applicant will need to hold or be able to rapidly obtain an ACT Government Baseline Security Clearance

**Note:** This is a temporary position available from 7 July 2022 up until 16 December 2022 with possibility of extension and/or permanency.

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

Selection may be based on application and referee reports only.

This position may be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk. Working from home part time may form part of the flexible work arrangements for this position.

Current and former ADF members are encouraged to apply.

**How to Apply:** After reviewing the Position Description, please provide a written response to each of the individual eight capabilities listed in the "What you require" section of the Position Description, describing experience and claims of suitability for each capability separately.

Applications should be limited to: Cover sheet, curriculum vitae, not more than three pages of capability response, and SFIA assessment verification documents if applicants have them. The SFIA assessment verification documents are not mandatory.

**Applications to be submitted via the "Apply Now" button below:**

Contact Officer: Ash Rutledge (02) 6207 5293 [Ash.Rutledge@act.gov.au](mailto:Ash.Rutledge@act.gov.au)

## **Access Canberra**

### **Fair Trading and Compliance**

#### **Parking Compliance and Information Officers and Infringement Review Officers**

#### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 50014,04937, several)**

Gazetted: 03 June 2022

Closing Date: 19 June 2022

Details: Are you the person we are looking for?

Are you interested in a role where you can engage with and educate the community about road safety and road transport laws in the ACT?

Are you able to adapt quickly to changing work priorities and have an interest in working in a fast-paced regulatory environment?

Are you resilient, confident and have a high level of self-awareness?

Would you like to work with the latest technology supporting road safety compliance?

Applications are sought from suitably experienced and motivated individuals to fill permanent and temporary full-time vacancies within two regulatory business units of Access Canberra.

There are currently career opportunities in two exciting pathways:

Pathway 1 – Parking Compliance and Information Officers

The Access Canberra Parking Operations team:

Provides parking education and enforcement throughout the ACT via Licence Plate Recognition vehicles and on-foot patrols.

investigates reports of illegal parking received from members of the public and other Government agencies.

Parking Compliance and Information officers are responsible for patrolling assigned areas on foot and/or by motor vehicle. They are responsible for issuing parking infringement and warning notices as well as providing quality customer service, information, and advice to the public regarding ACT parking rules and the enforcement of road transport regulations.

Pathway 2 – Infringement Review Officers

The Access Canberra Infringement Review team:

Provides information on the requirements for motor vehicle infringement review processes and payment options.

Assesses applications for withdrawal, extension, dispute and infringement notice waiver.

Adjudicates images for traffic camera events.

Infringement Officers are responsible for providing customers with accurate information about motor vehicle infringement review processes and payment options. They assess applications for withdrawal, extension and dispute and process a range of other documentation in accordance with legislative requirements. Infringement Officers are also responsible for the adjudication of traffic camera events as well as establishing infringement notice management plans over the phone.

Please refer to the Position Descriptions for role specific requirements.

Access Canberra is committed to ensuring all applicants are able to compete on an equal basis for our employment opportunities. *Reasonable Adjustment* refers to any administrative, environmental or procedural modification that may provide an individual with a different way to provide evidence that they meet the requirements of a position equally and fairly.

If you have any requirements for *Reasonable Adjustments* to be made to the recruitment process to ensure that you have an equal and fair opportunity to be considered for selection, please contact the Contact Officer.

#### Eligibility/Other Requirements

These positions require individuals to be appointed as an Authorised Person for the road transport legislation. To be appointed as an Authorised Person under the *Road Transport (General) Act 1999*, successful applicants must be an Australian citizen or a permanent resident of Australia.

#### Current Driver licence

Notes: There are permanent and temporary position available. Temporary positions are available for up to 12 months and will be discussed with the successful candidate. 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. Applicants may be asked to participate in an online jobs skills assessment.

#### How to Apply:

If you think you are the right person to fill one of these roles, please submit:

An up-to-date Curriculum Vitae (CV).

A written response of NO MORE than two pages that demonstrates your suitability for these positions based on your skills, knowledge and behaviour as they relate to the duties/requirements detailed in the position description. Ensure your response addresses each of the points listed under the selection criteria - *see helpful tips for writing a successful application*.

#### NOTE:

You can apply for roles in Pathway 1 – Parking Compliance and Information Officers OR Pathway 2 – Infringement Review Officers.

Please clearly identify which Pathway you are applying for.

If you wish to be considered for roles in both Pathways, please ensure you provide a separate written statement for each pathway ensuring you address the duties and selection criteria of the relevant Position Description.

A short video (three (3) minutes maximum) - this is an opportunity to sell yourself and demonstrate your communication skills. Your video should complement your written application and curriculum vitae – *see helpful hints for making your video*.

NOTE: Only one video is required even if you apply for roles in both Pathways. Please ensure you provide the video link in both applications.

In your video you should address the following questions:

Briefly tell us who you are and what attracted you to the role/s.

Thinking about duties of the role you are applying for and the environment you will be working in - what does the following mean to you “engage, educate, enforce”?

Using the S.T.A.R method (Situation, Task, Action, Result) for the next two questions:

Tell us about a time you had difficulty getting a challenging customer to understand what you were telling them.

How did you handle this, what was the outcome?

Describe a workplace problem, or situation that placed pressure on you. How did you handle this, what was the outcome?

Proof of Australian Citizenship or permanent residency

Please let us know if you are:

interested and available to fill permanent vacancies only.

interested and available to fill temporary and permanent vacancies

#### ADDITIONAL INFORMATION FOR APPLICANTS

##### How to create and submit your video

Sign up to create an account with Dropbox or Google Drive.

Record a short video (up to 3 minutes) on your preferred device.

Using Apple devices (iPhones, iPad) – how to guide

Using Android phones – how to guide

Upload a video file in Dropbox or Google Drive.

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Copy the link to your video and send it with your application and CV

How to share and copy link to video files

Dropbox - [How to share files from your phone or tablet | Dropbox Help](#)

Google Drive - [Share folders in Google Drive - Android - Google Drive Help](#)

HELPFUL TIPS FOR MAKING YOUR VIDEO

Read the Position Description/s carefully - try not to waste time talking about anything that isn't relevant to the role/s.

Plan before you film

Write down what you want to say

Don't recite your curriculum vitae or your written application – work off a script but don't read it word for word

Use a different example to the ones used in your written application – try and use a recent example that is relatable to the position you are applying for

Think about what you will wear – make a good first impression

Practice, practice, practice

Choose a well-lit setting and reduce background noise, use an appropriate background, turn the volume up

Record it

Watch your video and get someone else to watch it too - re film or edit as necessary

Check the visual and audio quality of the final product and that you have saved in the correct format, and it is sharable/accessible

If you experience any difficulties in producing a video, please call the contact officer for advice.

HELPFUL TIPS FOR WRITING A SUCCESSFUL APPLICATION

Providing specific evidence-based examples of your past experience, will show the selection panel that you understand the position requirements and that your capabilities will enable you to perform well in the role.

Ensure your examples to the selection criteria address all the points listed under each of the headings (Skills, Knowledge, Behaviour). You don't have to have a separate answer for each point - one example that covers all the points is acceptable. However, if you feel you need to provide more than one example to cover each of the points adequately that is ok too.

The STAR model below is one of the ways that you can structure your written response to help demonstrate your capabilities, using specific examples:

**SITUATION** Describe the context and background of the project or task and your personal involvement in it. Set the scene and be as specific as possible.

**TASK** Explain the specifics of your responsibility and what you were required to achieve and by when.

**ACTION** What did you personally do to perform the task? How did you do it

**RESULT** What was the outcome generated by the action that you took?

**EXAMPLE - S.T.A.R METHOD RESPONSE**   **EXAMPLES - UNSUITABLE RESPONSES**

**SITUATION** –While working in the Contact Centre I answered a call from an elderly gentleman wanting to place an order online and he was having problems selecting the product he needed and making the payment over the phone.

**TASK** – I saw it as my task to spend time patiently helping the gentleman choose the products he was after and to talk him through the payment process, reassuring him along the way.

**ACTION** – I started off by asking him a series of questions to ascertain which products he needed. Once we had achieved that stage, I then explained in detail how we would use his payment details to process the payment, and that his details were totally secure. I then took the payment details and his address for delivery. I also upgraded him to our free express delivery service to provide further reassurance that he would receive his goods quickly.

**RESULT** – Although the customer was initially confused and struggled to find the products he needed, I managed to talk him through everything successfully by being patient and methodical in my approach. The customer was very happy with the service, and he has since used our company again to buy products.

I have been working as a customer service officer for the past 5 years. I have the skills and experience to fulfil the duties of the advertised role. I am friendly and outgoing and like to help people. I receive lots of great feedback from my customers and my supervisor. I would really like the opportunity to work in your organisation.

I am a really great communicator. I have 15 years of experience in general administration roles. In my last job we were required to prepare statistical reports, and I did it well.

I think that a good leader is someone who can communicate a clear vision. If I was in a business improvement position, I would find solutions to system inefficiencies.

**PROOFREAD** - Each of your responses to the selection criteria should be:

Free from errors Concise, precise and relevant

Factual and positive About your capabilities and experience

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

Contact Officer: Linda Southwell (02) 6205 0060 Linda.Southwell@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.

## **Property and Shared Services**

### **ACT Property Group**

#### **Integrated Facilities Management**

#### **Trades Productivity Supervisor**

#### **Senior Building Trade \$82,483 - \$88,207, Canberra (PN: 22403)**

Gazetted: 03 June 2022

Closing Date: 17 June 2022

**Details:** ACT Property Group are looking for someone with significant experience in a building trade that is looking to support a trade service in a government setting. This role assists in supporting and coordinating a multi-disciplinary group of trades professionals delivering property maintenance services for ACT Government properties.

This role works as part of a team and has day to day responsibility for overseeing allocation of work, managing fleet and equipment, monitoring staff attendance and training, providing professional support and addressing concerns or issues raised by the trade team or customers.

This role is suited to someone looking to use their trade experience to coordinate and support building trades teams, ensuring the teams provide high quality services to our customers, meet their administrative requirements, have the required skills and qualifications, plus manage the fleet and workshops well.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services.

The group supports the ACT Governments delivery of its services through flexible, efficient and cost-effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates.

ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

**Eligibility/Other requirements:** This position requires:

Tertiary/Professional/Trade qualifications in building trades, property or similar

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

A current driver's licence (car)

Qualification/s in Property/Facilities Management, Project Management, Work Health and Safety, Procurement, Contract Management are highly desirable

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

This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

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

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

Please submit the following:

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

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

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

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

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

**Applications to 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: Cassandra Keppell (02) 6205 9876 actpgcorporate@act.gov.au

**Property and Shared Services**

**ACT Property Group**

**Customer Service, Intake and Work Allocation Supervisor**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 11288)**

Gazetted: 06 June 2022

Closing Date: 20 June 2022

**Details:** ACT Property Group are looking for a customer focussed team leader, preferably with experience in managing a property maintenance focussed call centre and maintenance works allocation environment, to manage the team that provides the first point of contact for ACT Property Group customers.

ACT Property Group is a customer driven organisation. We provide accommodation, property maintenance and property upgrade services to ACT Government, community, and commercial customers. This position and team are vital to ensuring that our customers have a service driven first point of contact to discuss service requirements and/or maintenance concerns.

The person in this position manages the team that provides the first point of contact for all customers and a main reception function for the organisation.

The team also manages the receipt of maintenance requests and issuing of work orders for buildings managed by ACT Property Group and other ACT Government organisations by phone, email, and Property Management System.

ACT Property Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services.

The group supports the ACT Governments delivery of its services through flexible, efficient and cost-effective accommodation solutions and property services.

Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

**Eligibility/Other requirements:** Qualification/s in Property Management, Customer Service or similar are highly desirable

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

This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

***Applications to 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: Cassandra Keppell (02) 6205 9876 [actpgcorporate@act.gov.au](mailto:actpgcorporate@act.gov.au)

**Revenue Management**

**Business Systems**

**Systems Support Officer**

**Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 56982)**

Gazetted: 06 June 2022

Closing Date: 27 June 2022

**Details:** The ACT Revenue Office is looking for an energetic person to join the Business Systems branch as a Systems Support Officer. This person will work across multiple business products in a DevOps environment, with a multi-skilled team that is dynamic, flexible, professional, and fun to be with. If you're experienced in Oracle platforms or OutSystems or MS SQL Server related database tools (or all three!) and are looking for long-term and fulfilling work, we're keen to meet you.

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

**Eligibility/Other requirements:** At least one of the key technology stacks (Oracle, OutSystems or MS SQL Server) must be demonstrated along with the aptitude and attitude to learn the others quickly.

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

Please submit the following:

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

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

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

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

A current curriculum vitae

Contact details of at least two referees.

***Applications to be submitted via the “Apply Now” button below:***

Contact Officer: Anthony Tuipeatau (02) 5124 9422 [Anthony.Tuipeatau@act.gov.au](mailto:Anthony.Tuipeatau@act.gov.au)

**DDTS**

**Strategic Business**

**Portfolio Delivery-Education Program**

**Project Officer**

**Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 50351)**

Gazetted: 02 June 2022

Closing Date: 16 June 2022

**Details:** The Project Officer is responsible for providing technical assistance and advice on the ICT requirements to deliver ICT equipment and services to new and existing Schools under Education Directorate's Infrastructure Capital Works projects.

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

**Note:** 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.

The role includes the requirement to attend sites that are subject to vaccination mandates under a Public Health direction, the successful candidate must be willing and able to comply with all relevant Public Health directions in the performance of the advertised role.

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

**How to apply:** In two pages or less tell us:

why you want the role

what you would bring to the role

what you would get out of it

about an achievement that you are most proud of

- A current curriculum vitae

- Two referees with a thorough knowledge of your work performance. 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: Nicole Duffy 0409 557 857 [Nicole.Duffy@act.gov.au](mailto:Nicole.Duffy@act.gov.au)

## **Access Canberra**

### **Fair Trading and Compliance**

#### **Investigations**

##### **Director of Investigations**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 07507)**

Gazetted: 06 June 2022

Closing Date: 13 June 2022

Details: Access Canberra is a straight talking, innovative and exciting place to be. As the Director of Investigations, you will have a direct impact on making Canberra a better place to live.

Fair Trading and Compliance is looking for a skilled individual to lead a unit responsible for legislative enforcement relating to consumer protection and regulatory compliance. The branch achieves its objectives through a combination of inspections, investigations, education, compliance action and enforcement. The Investigations team provides high-level investigative and enforcement services in relation to alleged breaches of legislation that affects consumers and investigating alleged breaches of the various gaming laws in force in the ACT.

You will be working as part of an enthusiastic leadership team from across the fair trading regulatory continuum. Your communication skills will stand you in good stead in this role, and a collaborative spirit is essential to success.

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: Previous regulatory experience will be highly regarded.

Note: This is a temporary position available from 27 June 2022 until 5 August 2022.

How to Apply: Please submit a two page pitch outlining how your skills, knowledge and behaviour make you the best candidate for the role, as well as a Curriculum Vitae with the details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Alex McPherson (0 2) 6207 4412 [Alex.McPherson@act.gov.au](mailto:Alex.McPherson@act.gov.au)

## **Treasury**

### **Shared Services - Finance Services**

#### **Finance Operations - Accounts Payable**

##### **Senior Finance Officer**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 07130)**

Gazetted: 08 June 2022

Closing Date: 22 June 2022

**Details:** Shared Services Finance Operations, Accounts Payable has a vacancy for a Senior Finance Officer (ASO4). This contract term will be up to six months, with possibility of extension and/or permanency.

The Shared Services Finance Operations team provide accounts payable, accounts receivable, banking, debt management and business intelligence functions for the ACT Government.

The team are experts in their field providing a customer focused business area that works collaboratively with stakeholders and partners to deliver integrated finance service operations on behalf of the Territory.

The Accounts Payable team is looking for enthusiastic, motivated team player with excellent communication skills and a strong commitment to quality customer service. You will also possess well-developed problem solving and analytical skills and be able to effectively prioritise workloads in order to meet tight deadlines in a fast-paced operational environment.

In this role you will be responsible for undertaking a range of support services and processing functions in a Finance Operations environment. This may include, raising and issuing invoices/credit notes, receipting, undertaking bank account reconciliations, credit card acquittals, preparation of journals, processing supplier invoices for payment and resolving routine client enquiries in a timely manner. To be successful in this role you should have a strong understanding of the work practices and procedures that underpin a successful finance operations environment.

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

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

**Note:** This is a temporary position available immediately for up to six months with the possibility of extension or permanency.

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

Selection may be made on application and referees report only

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

Your personal pitch should include information that provides evidence of your capabilities against the Professional and Technical Skills and the Behavioural Capabilities and highlights your skills and experience in a finance operations or processing environment.

A current curriculum vitae should be provided.

**Applications should be submitted via the "Apply Now" button below:**

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

## **Property and Shared Services**

### **ACT Property Group**

#### **Integrated Facilities Management**

#### **Field, Maintenance Senior Officer**

**General Service Officer Level 7 \$66,857 - \$70,601, Canberra (PN: 22841, several)**

Gazetted: 07 June 2022

Closing Date: 21 June 2022

**Details:** ACT Property Group are looking to fill several roles on a temporary basis while the occupants of these roles are on long term leave. People in these roles will provide a range of general maintenance services, including landscaping maintenance to ACT Government owned and managed properties. Other tasks are installing and removes flags and banners and maintenance to non-building assets like fountains and memorials when required. These roles are primarily out in the field delivering programmed and as required maintenance services. The people in these roles work with the Trades Maintenance Supervisor to program and deliver a range of works, and provide training, direction, and support to other officers.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient, and cost-effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental

rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

**Eligibility/Other requirements:** Applicants need to:

Have experience in providing property maintenance services

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

A current driver's licence (car)

**Highly desirable:**

Qualification/s in building trades or similar

Certificate/Tickets in Traffic Control, Working at Heights, Working in Confined Space, or the ability to obtain these are desirable

Hold HR Truck Licence

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

This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

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

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

Please submit the following:

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

Show that you have the capabilities in "What you Require" section of the Position Description including

Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

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

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

Contact details of at least two referees.

**Applications to 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: Cassandra Keppell (02) 6205 9876 [actpgcorporate@act.gov.au](mailto:actpgcorporate@act.gov.au)

## **Property and Shared Services**

### **ACT Property Group**

#### **Property Maintenance and Upgrades**

##### **Assistant Director, Specific Workplan – HVAC**

##### **Infrastructure Officer 3 \$113,659 - \$124,766, Canberra (PN: 45885)**

Gazetted: 07 June 2022

Closing Date: 24 June 2022

ACT Property group are seeking someone who will lead a small team providing property reporting and planned maintenance services to ACT Government owned properties focusing on HVAC services. The person in this position uses their technical knowledge of HVAC systems and expertise to provide professional advice, design and implement planned building activities, liaise with industry professionals and make recommendations to property owners. The role requires both strong experience and technical expertise, and high levels of customer service and relationship management. This is a challenging and dynamic role requiring good coordination and interpersonal skills.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services



through flexible, efficient and cost-effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other Requirements:

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

Hold a relevant building degree, or

Have significant building or Infrastructure knowledge and/or project management experience.

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

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

Hold a current driver's licence (car).

Membership of a relevant professional association and qualification/s in Procurement, Contract Management or Work Health and Safety are highly desirable.

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

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Grant Cusack (02) 6213 0747 [actpgcorporate@act.gov.au](mailto:actpgcorporate@act.gov.au)

## **Digital, Data and Technology Solutions**

### **ACT Data Analytics Centre**

#### **Data Infrastructure and Solutions Team**

#### **Senior Data Engineer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 56888)**

Gazetted: 07 June 2022

Closing Date: 14 June 2022

**Details:** The ACT Data Analytics Centre (ACTDAC) is looking for a passionate, dedicated, and enthusiastic Senior Data Engineer. In this role, you will be part of ACTDAC's Data Infrastructure and Solutions team, fostering a data-driven culture across the ACT Government. You will support the ACTDAC and its stakeholders as they use the ACT Data Lake environment to support their operational and strategic data management and reporting purposes.

ACTDAC is the ACT Government's central and dedicated unit to drive data analytics, data governance and data reform. It leads work across the ACT Government to understand and capitalised on the data and information assets that government holds and manages. This work supports directorates to deliver business and community-focused outcomes.

ACTDAC is part of the Digital, Data, and Technology Solutions Group (DDTS), led by the Chief Digital Officer. DDTS drives the ACT's digital agenda, ensuring alignment of government ICT and digital priorities, innovation, and initiatives across the ACT Government.

Canberra is committed to being a city of wellbeing and liveability, supported by a knowledge-based public service that makes a real difference for our community. In this role, you will be helping to shape Canberra as an inclusive, progressive, and connected city.

If this sound like the job for you, 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.

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

Selection may be based on application and referee reports only.

This position will be performed under the ACT Government's hybrid working arrangements, including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to apply:** Please provide a maximum of two pages Expression of Interest addressing the Selection Criteria and a current curriculum vitae.

**Applications should be submitted via the "Apply Now" button below:**

Contact Officer: Patrick Drake-Brockman (02) 6205 0971 [Patrick.Drake-Brockman@act.gov.au](mailto:Patrick.Drake-Brockman@act.gov.au)

## Economic Development

### National Arboretum Canberra

#### Commercial Innovation Manager

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57014)**

Gazetted: 07 June 2022

Closing Date: 1 July 2022

Are you a successful sponsorship and fundraising manager?

We are looking for a highly motivated and experienced person to source, pitch and deliver sponsorship, donations, bequests and other funding opportunities for Stromlo Forest Park and the National Arboretum Canberra. You will have proven success in delivering key commercial targets across a range of projects and developing new revenue streams. In addition to realising new commercial innovative opportunities, you will also drive our existing self-generating revenue teams and maintain existing business relationships.

You will be joining a positive, environmentally focused brand, with a dynamic and enthusiastic team to meet the onsite needs of our rapidly growing visitation. Your exceptional relationship skills will attract and ensure our partners feel genuinely appreciated and inspired to support us in a long-term capacity.

The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world that are cultivated for conservation, scientific and educational study, display and preservation. Stromlo Forest Park is a world-class, multi-use recreational sporting facility available to both recreational and professional users.

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

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

A current Driver's licence

A bachelor's degree level or equivalent qualifications and/or experience in fundraising, sponsorship, communications, public relations, business studies or related/applicable area would be an advantage.

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

The role includes supporting events outside of regular business hours. This may include early mornings, evening, public holidays and weekend shifts, and interstate travel.

**Note:** This is temporary position available from 11 July 2022 for up to 12 months, with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. The position may include travel, some evening and weekend work.

**How to apply:** Please respond with:

A two-page pitch addressing the Selection Criteria.

Your curriculum vitae.

Contact details for two referees.

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

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

## **Access Canberra**

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

**Complaints Management Team**

**Senior Case Manager**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 20047, Several)**

Gazetted: 07 June 2022

Closing Date: 21 June 2022

**Details:** Are you ready to undertake an exciting adventure? Can you perform the unachievable regularly? Do you have the ability to pull a rabbit out of a hat, or make problems vanish into thin air? Can you create new space and time at a moment's notice? If so, pack up your magic wand and fly over to Access Canberra!

In this important position, you will play a vital role to support our master magicians within the Access Canberra Complaints Management Team.

We are on the lookout for a dynamic, flexible, solutions-focused individual to join the team and make some real contributions towards shaping the way Access Canberra engages with its customers, deals with complaints, stakeholders, and the community.

If you're a person who likes to help make things happen and amaze others with your leadership, communication and stakeholder engagement skills then we want you to join our magical team in Access Canberra.

To be successful in this role, you will have:

- be a customer focused problem solver who can listen and interact with a diverse range of people who have a broad range of needs and provide a positive customer experience

- have previous experience in a complaint handling environment

- demonstrate excellent verbal and written communication and negotiation skills

- have demonstrated ability to interpret complex legislation, policy and procedures

- show confidence and resilience in liaising and/or mediating interactions in relation to contentious matters with internal and external stakeholders

- have excellent administrative and organisational skills, including the proven ability to organise workloads and set priorities in a high-pressure environment with competing priorities and tight deadlines

We welcome applications from people with experience in the community, public and private sectors. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application. Access Canberra is committed to ensuring all applicants are able to compete on an equal basis for our employment opportunities. Reasonable Adjustment refers to any administrative, environmental or procedural modification that may provide an individual with a different way to provide evidence that they meet the requirements of a position equally and fairly.

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:** Refer to the Position Description for role specific requirements.

**Note:** These are temporary positions available immediately for a period of six 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. All applicants may be asked to participate in an online jobs skills assessment. If you have any requirements for Reasonable Adjustments to be made to the recruitment process to ensure that you have an equal and fair opportunity to be considered for selection, please contact the Contact Officer.

These positions are located in an activity-based working (ABW) work environment. Under ABW arrangements, officers will not have a designated workstation/desk.

### **How to Apply:**

If you think you are the right person to fill one of these roles, please submit:

An up-to-date Curriculum Vitae (CV).

A written response of one to two pages that demonstrates your suitability for these positions based on your skills, knowledge and behaviour as they relate to the duties/requirements detailed in the position description. Ensure your response addresses each of the points listed under the selection criteria - see helpful tips for writing a successful application.

A short video (two to three minutes maximum) - this is an opportunity to sell yourself and demonstrate your communication skills. Your video should complement your written application and CV – see helpful hints for making your video.

In your video you should:

Briefly tell us who you are and what attracted you to the role.

Thinking about duties of the role you are applying for and the environment you will be working in, using the S.T.A.R method (Situation, Task, Action, Result) to answer the next two questions:

describe a time you had difficulty getting a challenging customer to understand what you were telling them. How did you handle this, what was the outcome?

describe a workplace problem, or situation that placed pressure on you. How did you handle this, what was the outcome?

#### ADDITIONAL INFORMATION FOR APPLICANTS

How to create and submit your video

Sign up to create an account with Dropbox or Google Drive.

Record a short video (2 - 3 minutes) on your preferred device.

Using Apple devices (iPhones, iPad) – how to guide

Using Android phones – how to guide

Upload a video file in Dropbox or Google Drive.

How to upload video files

Dropbox - How to upload and download files in Dropbox | Dropbox Help

Google Drive - Upload files and folders to Google Drive - Computer - Google Drive Help

Copy the link to your video and send it with your application and CV

How to share and copy link to video files

Dropbox - How to share files from your phone or tablet | Dropbox Help

Google Drive - Share folders in Google Drive - Android - Google Drive Help

#### HELPFUL TIPS FOR WRITING A SUCCESSFUL APPLICATION

Providing specific evidence-based examples of your past experience, will show the selection panel that you understand the position requirements and that your capabilities will enable you to perform well in the role.

Ensure your examples to the selection criteria address all the points listed under each of the headings (Skills, Knowledge, Behaviour). You don't have to have a separate answer for each point - one example that covers all the points is acceptable. However, if you feel you need to provide more than one example to cover each of the points adequately that is ok too.

The **STAR** model below is one of the ways that you can structure your written response to help demonstrate your capabilities, using specific examples:

**SITUATION** Describe the context and background of the project or task and your personal involvement in it. Set the scene and be as specific as possible.

**TASK** Explain the specifics of your responsibility and what you were required to achieve and by when.

**ACTION** What did you personally do to perform the task? How did you do it

**RESULT** What was the outcome generated by the action that you took?

#### EXAMPLE - S.T.A.R METHOD RESPONSE EXAMPLES - UNSUITABLE RESPONSES

**SITUATION** –While working in the Contact Centre I answered a call from an elderly gentleman wanting to place an order online and he was having problems selecting the product he needed and making the payment over the phone.

**TASK** – I saw it as my task to spend time patiently helping the gentleman choose the products he was after and to talk him through the payment process, reassuring him along the way.

**ACTION** – I started off by asking him a series of questions to ascertain which products he needed. Once we had achieved that stage, I then explained in detail how we would use his payment details to process the payment, and that his details were totally secure. I then took the payment details and his address for delivery. I also upgraded him to our free express delivery service to provide further reassurance that he would receive his goods quickly.

**RESULT** – Although the customer was initially confused and struggled to find the products he needed, I managed to talk him through everything successfully by being patient and methodical in my approach. The customer was very happy with the service, and he has since used our company again to buy products.

I have been working as a customer service officer for the past 5 years. I have the skills and experience to fulfil the duties of the advertised role. I am friendly and outgoing and like to help people. I receive lots of great feedback from my customers and my supervisor. I would really like the opportunity to work in your organisation. I am a really great communicator. I have 15 years of experience in general administration roles. In my last job we were required to prepare statistical reports, and I did it well.

I think that a good leader is someone who can communicate a clear vision. If I was in a business improvement position, I would find solutions to system inefficiencies.

**PROOFREAD** - Each of your responses to the selection criteria should be:

Free from errors Concise, precise and relevant

Factual and positive About your capabilities and experience

Applications should be submitted via the Apply Now button below.

Contact Officer: Pia Marbaniang (02) 6205 0060 Pia.Marbaniang@act.gov.au

## **Procurement ACT**

### **Goods and Services Procurement**

#### **Whole of Government Contracts and Category Management Team**

##### **Assistant Director**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 03686)**

Gazetted: 08 June 2022

Closing Date: 22 June 2022

Details: The Contracts and Category Management team within Procurement ACT is looking for an experienced procurement and contract management professional who will be responsible for the development, execution and management of Whole of Government contracts. You will also conduct data analytics, interjurisdictional research, industry and stakeholder consultation, contract administration, reporting and attend/conduct regular contract evaluation and management meetings with industry and across government. This position will also provide support to the Sourcing, Advice and Supply team within Procurement ACT by undertaking complex, high value, goods and services procurement activities when required.

The successful applicant will be self-motivated, responsive, show initiative, have sound judgement, professional resilience and personal drive. We are looking for applicants that can think on their feet and work effectively under pressure and within time deadlines to deliver high-quality outcomes that align with the Territory's strategic goals. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: 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 future permanent and temporary vacancies over the next 12 months. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applicants are to submit a two page pitch addressing the Selection Criteria located in the Position Description and provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nathan Ward (02) 6207 2464 Nathan.Ward@act.gov.au

## **Digital, Data and Technology Solutions**

### **ACT Data Analytics Centre**

#### **Data Policy and Service Design**

##### **Assistant Director**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 40124)**

Gazetted: 07 June 2022

Closing Date: 14 June 2022

Details: The ACT Data Analytics Centre (ACTDAC) is looking for a passionate, dedicated and enthusiastic Assistant Director. In this role, you will be leading ACTDAC's Data Policy team, fostering a data-driven culture across the ACT Government. You will manage the development of whole of government data frameworks, capability, and governance.

ACTDAC is the ACT Government's central and dedicated unit to drive data analytics, governance, and reform. It leads work across the ACT Government to understand and capitalised on the data and information assets that

government holds and manages. This work supports directorates to deliver business and community-focused outcomes.

ACTDAC is part of the Digital, Data, and Technology Solutions Group (DDTS), led by the Chief Digital Officer. DDTS drives the ACT's digital agenda, ensuring alignment of government ICT and digital priorities, innovation and initiatives across the ACT Government.

Canberra is committed to being a city of wellbeing and liveability, supported by a knowledge-based public service that makes a real difference for our community. In this role, you will help shape Canberra as an inclusive, progressive and connected city.

If this sounds like the job for you, we would love to hear from you!

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

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 month.

This position will be performed under the ACT Government's hybrid working arrangements, including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a maximum of a two (2) page Expression of Interest addressing the Selection Criteria and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patrick Drake-Brockman (02) 6205 0971 [patrick.drake-brockman@act.gov.au](mailto:patrick.drake-brockman@act.gov.au)

### **Community Services**

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

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

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

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

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

##### **Team Leader, Therapeutic Assessor**

##### **Child and Youth Protection Professional Level 4 \$121,730 - \$130,613, Canberra (PN: 35156)**

Gazetted: 08 June 2022

Closing Date: 15 June 2022

**Details:** The Team Leader role is focussed on providing strong leadership to a multidisciplinary team undertaking appropriate developmental and therapeutic assessments. The team leader will have a varied workload, training opportunities, and will work closely with Melaleuca Place, a trauma-targeted intervention service.

Experience working with children and families presenting with multiple and complex needs and an understanding of developmental trauma is strongly desired. The team will also contribute to the work of Child and youth Protection Services by actively participating in developing and refining the service model; participating in an evaluation of the new framework; and generally contributing to the program development. An understanding of trauma on cultural groups such as the ATSI community and its impact on service delivery.

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 up until January 2023.

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

**How to apply:** All applications, including your written response to Selection Criteria and curriculum vitae must be submitted via the apply now button below.

Please note when responding to the Selection Criteria please keep your response to 400 words or less per criteria.

**Applications should be submitted via the "Apply Now" button below:**

Contact Officer: Erika Jung (02) 6205 4059 [Erika.Jung@act.gov.au](mailto:Erika.Jung@act.gov.au)

## **Corporate Services**

### **Internal audit and Risk Management**

### **Internal audit and Risk Management**

#### **Assistant Director Internal Audit and Risk Management**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 37555)**

Gazetted: 06 June 2022

Closing Date: 27 June 2022

**Details:** The Community Services Directorate, ACT Government, is looking for senior leader with strong interest in governance and business improvement to join the Internal Audit and Risk Management team. The role will enable the successful applicant to develop knowledge of human services and governance in a diverse and dynamic work environment.

As the Assistant Director the successful applicant will work with leaders across the organisation to deliver the Directorate's internal audit program and support the organisation's Audit and Risk Management Committee (ARMC). The role also supports the implementation of risk management, fraud and corruption and similar frameworks, as well as support the CSD Senior Executive Responsible for Business Integrity and Risk.

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:** Desirable, but not essential, qualifications and experience:

Related tertiary and/or professional qualifications such as CPA/CA/AMIIA (or study towards) would be beneficial.

This position does not require a Working with Vulnerable People Check

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

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

**How to Apply:** Please submit a maximum three-page pitch responding to each of the Selection Criteria located in the Position Description and provide a copy of your curriculum vitae.

Referee details will be required at the interview.

**Applications to be submitted via the "Apply Now" button below:**

Contact Officer: Mayooran Sinnathurai (02) 6205 0147 Mayooran.Sinnathurai@act.gov.au

## **Cultural Facilities Corporation**

### **Assistant Director Access and Learning**

**Senior Professional Officer Grade C \$113,397 - \$122,062, Canberra (PN: 8523)**

Gazetted: 03 June 2022

Closing Date: 23 June 2022

**Details:** Canberra Museum and Gallery is seeking a talented individual to manage the Access and Learning team in the role of Assistant Director, Access and Learning (Programs). The Access and Learning team is responsible for delivering programs and services to a range of audiences at Canberra Museum and Gallery.

The Assistant Director manages this small team to develop and deliver both learning and community programs.

The successful applicant will have demonstrated experience in the management and delivery of learning experiences to school groups and community programs to diverse audiences within a museum and/or gallery context. A demonstrated ability to manage staff, budgets, competing tasks and work to deadlines is essential.

**Eligibility/Other Requirements:** Tertiary qualifications in a relevant field are essential.

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

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

Contact Officer: Sarah Schmidt 6205 3432 sarah.schmidt@act.gov.au

## **Education**

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

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

### **Safe at Schools**

#### **Assistant Director Safe at Schools – WHS Policy**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57628)**

Gazetted: 07 June 2022

Closing Date: 21 June 2022

**Details:** We are seeking an Occupational Health and Safety (WHS) professional to assist in leading both the operational and strategic management of WHS Policy within the Safe at Schools Group.

You will be responsible for providing WHS and wellbeing expertise to Classroom Teachers, School Leaders, and the broader Safe at Schools leadership team.

You will also build capacity, of both school-based staff and the broader Safe at Schools Group, to enable professional partnerships and deliver a proactive, collaborative, and strategic approach to WHS and Wellbeing. Our ideal candidate will have exceptional interpersonal and communication skills and 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.

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

Completion of or near completion of Certificate IV or Diploma in Work Health and Safety would be highly desirable.

Qualifications and experience in quality auditing would be desirable.

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

Selection may be based on application and referee reports only.

**How to Apply:** Please submit a response to the Selection Criteria (maximum four pages), a current curriculum vitae and contact details for two referees.

***Applications to be submitted via the “Apply Now” button below:***

Contact Officer: Kate McMahon 0466 393 618 [Kate.McMahon@act.gov.au](mailto:Kate.McMahon@act.gov.au)

### **Business Services**

#### **Executive Support Officer**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 40199)**

Gazetted: 02 June 2022

Closing Date: 16 June 2022

**Details:** The Executive Support Officer (ESO) will provide high level administrative support in the Executive Group Manager, Business Services Office. The ESO will provide timely, accurate and effective senior executive support to the EGM. The EGM BSG Office operates in a fast pace and busy environment and the ESO will need to manage workload based on shifting priorities within challenging timelines.

The role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing priorities.

The Executive Support Officer to the Executive Group Manager Business Services will:

Develop, implement and maintain processes that contribute to efficient and effective workplace practices including monitoring quality and timeliness of documents.

Liaise with internal and external stakeholders on a range of complex and sensitive issues.

Provide administrative support within the Division including organising travel and appointments, records management, collating papers and secretariat support for meetings.

Provide assistance with budget monitoring and human resource tasks relating to the Division.

Maintain high levels of confidentiality in handling queries and papers and deal sensitively with issues as they arise.



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

**How to Apply:** 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: Catherine Martinez (02) 6207 6641 Catherine.Martinez@act.gov.au

## **Service Design and Delivery**

### **Universal School Support**

#### **Project Officer**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 36493)**

Gazetted: 02 June 2022

Closing Date: 16 June 2022

Details: A Project Officer in the Universal School Support team is expected to be able to provide general administration, research, and governance support to ensure the Education Directorate's vision of being a leading learning organisation where people know they matter is maximised. This includes assisting with policy review, compliance activities, event management, finance and procurement support, and helping to prioritise and manage the various queries received across the team and from a wide range of sources.

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 other directorates to advance the work of the team.

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.

Eligibility/Other Requirements:

Permanent resident of Australia

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

Note: 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: Please submit a statement of claims (maximum of two 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 further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penelope Hucker (02) 6207 5568 Penelope.Hucker@act.gov.au

## **School Performance and Improvement**

### **Belconnen Network**

#### **Giralang Primary School**

#### **Building Service Officer 3**

#### **Building Service Officer 3 \$72,451 - \$76,559, Canberra (PN: 57620)**

Gazetted: 02 June 2022

Closing Date: 16 June 2022

Details: Giralang Primary School is looking for a well organised, highly motivated and skilled person for the Building Service Officer role.

The successful applicant will be an integral part of the team supporting and working with the Business Manager in facilities management. This includes leading and managing the building works at the school, maintaining the school buildings and grounds in a clean and tidy condition in regard to safety and security hazards, completing

emergency and other repairs to Work, Health and Safety standard and ensuring this standard when organising and overseeing emergency repairs. The BSO will support the Business Manager, Principal, students and staff in providing a safe, clean and well presented environment for the whole community.

Following Directorate policies, and in consultation with the Business Manager, the successful applicant will require initiative and independent judgement to operate and supervise a range of repairs and maintenance programs in a busy school environment. The successful applicant will need to possess excellent communication skills to provide effective services to various stakeholders.

Eligibility/Other Requirements:

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

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: [http://www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety).

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

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

Desirable:

An industry recognised trade qualification or equivalent work experience.

A current First Aid certificate.

Note: 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 with details of two referees, along with a two page pitch explaining:

What it is that interests you about this role

The skills, knowledge, and behaviours you would bring to the role (aligned with the Duty Statement and Selection Criteria)

How you would make a positive impact if offered the opportunity

Applications should be submitted via the Apply Now button below.

Contact Officer: Wendy Morschel (02) 6142 2630 [wendy.morschel@ed.act.edu.au](mailto:wendy.morschel@ed.act.edu.au)

## **School Performance and Improvement**

### **Belconnen**

#### **Florey Primary School**

#### **Learning Support Assistant**

#### **School Assistant 2/3 \$50,861 - \$62,020, Canberra (PN: 35925, several)**

Gazetted: 03 June 2022

Closing Date: 14 June 2022

Details: Florey Primary School is a preschool to year six school situated in the Belconnen area of Canberra. This diverse multicultural school strives to promote a welcoming, safe and nurturing environment which supports children to excel as learners. We are currently seeking some highly motivated people with demonstrated initiative to fill the roles of learning support assistants. The successful applicants will have experience or willingness to work with students with complex behaviours and utilise knowledge of trauma informed practice to support students to have a positive experience at school. Experience with or a willingness to work with students with self-managed medical conditions is also desirable.

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: First Aid Certificate is essential.

Note: This is a temporary position available immediately until 16 December 2022 with possibility of extension.

Temporary employment offered will include active and inactive periods in line and compliant with the relevant Enterprise Agreement. 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 response of no more than two pages addressing the Selection Criteria in alignment with the job overview as outlined in the Position Description attached, together with your curriculum

vitae and contact details of two referees. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, Knowledge and experience as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Czoban (02)6142 2730 Amy.Czoban@ed.act.edu.au

### **School Performance and Improvement**

#### **Belconnen**

#### **University of Canberra Senior Secondary College Lake Ginninderra**

#### **Administrative Assistant**

#### **School Assistant 2 \$50,861 - \$56,161, Canberra (PN: 01045)**

Gazetted: 03 June 2022

Closing Date: 17 June 2022

Details: ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning.

UC SSC Lake Ginninderra is an ACT Government college (Year11/12) situated in Belconnen with approximately 80 staff and over 650 students. The College site includes a Registered Training Organisation (RTO) for the Belconnen Network and has strong links with multiple stakeholders, tertiary institutions, training organisations, feeder schools, hirers and community groups. The College is future focussed – to connect, innovate and impact. All staff play an important role in helping to realise the school's mission and vision and School Improvement Agenda. Support staff assist with meeting the academic, learning programs and wellbeing needs of the students, and processes and procedures in the running of a college. The administration support officer will work on daily operations and management of the front reception office. You will be required to work collaboratively, have strong written and verbal communication skills, and work with initiative and flexibility. A proven ability to work within a busy environment with competing demands, sound use of ICT, business administration and database management will be an advantage.

The successful applicant will possess excellent communication skills, a proven ability to manage and diffuse difficult situations, well-developed problem-solving skills and able to follow through to resolution, demonstrated experience in working in fast paced operational environments that are face to face customer focused and the ability to use tact and discretion in seeking co-operation or requesting information from a variety of sources would be required. 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 and innovation as well demonstrate the related signature behaviours.

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

#### **HIGHLY DESIRABLE**

First Aid Certificate or a willingness to undertake appropriate training.

Excellent knowledge of Microsoft Outlook, Word, and Excel

#### **DESIRABLE**

Certificate III or equivalent e.g. Business Administration (Education), Government (School Support Services), School Support Services and/or Information and Cultural Services.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sumana Sen (02) 6142 0222 sumana.sen@ed.act.edu.au

### **School Improvement**

#### **Isabella Plains Early Childhood School**

#### **Business Manager**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 36623)**

Gazetted: 06 June 2022

Closing Date: 20 June 2022

Details: IPECS is a place of learning where all young children thrive and belong. We value strong partnerships with families and our Education and Care Provider Communities at Work. The Business Manager position is an active member of the school leadership team, overseeing the operations of the school business, 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 the school improvement agenda, ensuring the school is a safe and positive environment where students love to learn. The role provides support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

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

Desirables

Business qualifications or experience in a business-related role

Financial qualifications or relevant experience

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

How to Apply: Please provide a written response to the Selection Criteria (one page maximum for each criteria) and attach your curriculum vitae, and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Barker (02) 6142 3777 [simon.barker@ed.act.edu.au](mailto:simon.barker@ed.act.edu.au)

**School Performance and Improvement**

**North and Gungahlin Network**

**Gungahlin College**

**School Leader C – Humanities and Social Sciences**

**School Leader C \$130,338, Canberra (PN: 39319)**

Gazetted: 06 June 2022

Closing Date: 20 June 2022

Details: Gungahlin College is seeking an inspiring and innovative leader to join the leadership team and lead collaboratively to achieve the college's School Improvement Plan. The role encompasses leading and managing the Humanities and Social Science Faculty. This position will have a strong focus on improving student outcomes through data driven collaboration, and pedagogies suited to contemporary learning environments. The College-wide role encompasses student successes, community partnerships and events.

The successful applicant will demonstrate:

proven implementation of effective instructional school leadership and leading learning;

sound knowledge of ACT BSSS assessment, reporting and moderation practices, high level digital skills, and ability to implement and drive programs within the areas of Humanities and Social Sciences;

ability to strategically lead and coordinate school-wide student successes, community partnerships and events.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](http://act.gov.au)

Note: This is a permanent position available from 18 July 2022.

How to Apply: Applicants need to submit a supporting statement (two pages max) addressing the capabilities listed below and be written with a focus on the job description specified for the position

Along with a current curriculum vitae including the names and contact details of two referees

School Leader Capabilities

Leading teaching and learning

Leading improvement, innovation, and change

Leading the management of the school

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Lemmey (02) 6142 1000 Michael.Lemmey@ed.act.edu.au

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

## **School Performance and Improvement**

### **South Weston Network**

#### **Canberra College**

#### **Social Worker**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 57543)**

Gazetted: 07 June 2022

Closing Date: 21 June 2022

Details: Canberra College is a large Year 11 and 12 campus with a diverse range of students seeking a Year 12 Certificate and Employment. Currently we have 1160 students. We have the CCCares Program with over 100 pregnant and parenting students; the Futures Program with over 70 students with Special Needs; our Big Picture Program with 74 students accessing their education through a highly supported, personalized learning approach. The position is located on campus across the Futures and the Student Services team. This is designed to be a client facing position with some administrative responsibilities.

Canberra College Strategic Priority 1

To advance the engagement and connectedness of our students across the college – Canberra College Strategic Plan 2020-2024

As part of the Canberra College team, you will be required to provide tailored support to students and families, as required, to overcome barriers and support successful completion of a Year 12 Certificate and post-school transitions. In particular, your role will identify and support vulnerable students and young people at risk of disengaging from education and/or employment. You will have the opportunity to work collaboratively with school staff, students and their families and a range of service providers as required, to support engagement and positive outcomes for students at Canberra College.

Our ideal candidate is someone that is interested in making a difference to the educational, training and employment outcomes of young people, especially vulnerable students who are identified at risk. This includes working collaboratively with the Student Services Team, the broader college staff, external stakeholders and 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

Permanent resident of Australia

Tertiary qualifications in Social Work

Current professional registration:

Social worker membership with the Australian Association of Social Workers or eligibility for membership

Current driver's licence essential, including access to a private vehicle for work purposes

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](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.

Note: This is a temporary position available for six months with the possibility 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 a response to each of the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact details of two referees who can support your statements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Vaughan (02)6142 3288 [simon.vaughan@ed.act.edu.au](mailto:simon.vaughan@ed.act.edu.au)

## **Service Design and Delivery**

### **Various**

#### **Administration and Support Officers**

##### **Administrative Services Officer Class 4/5 \$75,239 - \$88,510, Canberra (PN: 00389, several)**

Gazetted: 08 June 2022

Closing Date: 23 June 2022

**Details:** Service Design and Delivery Group are seeking high performing administration and support officers to support various sections across the group at both the ASO4 and ASO5 level.

These roles may be placed in the branches of Student Engagement, Universal School Support, Learning Wellbeing Policy and Service Design or Digital Strategy, Services and Transformation. The roles that may be filled via this merit pool include, but are not limited to:

Administration Officers

Executive Assistants/Executive Support Officers

Incident Reporting Officers

Project/Program Support Officers

The established merit pool may also be utilised by other areas across the Education Directorate that are outside of Service Design and Delivery Group over the next 12 months.

**Eligibility/Other requirements:** Highly developed proficiency in the Microsoft Suite of applications.

Incident Reporting Officers - Demonstrated knowledge and experience in Riskman Incident Reporting systems

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

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

Selection may be based on application and referee reports only.

**How to apply:** Please provide a response to the Selection Criteria (maximum four pages), current curriculum vitae and contact details for two referees.

Please specify if you would like to be considered for the ASO4 or ASO5 level, or both.

**Applications should be submitted via the "Apply Now" button below:**

Contact Officer: Amie Corrigan (02) 6205 1310 [Amie.Corrigan@act.gov.au](mailto:Amie.Corrigan@act.gov.au)

## **Safe at Schools**

### **Senior Director Safe at Schools – WHS Policy**

#### **Senior Officer Grade A \$155,107, Canberra (PN: 57597)**

Gazetted: 07 June 2022

Closing Date: 21 June 2022

**Details:** This role is a key role within a newly established Safe at School group leading the work to delivery systems and processes to drive a strong safety culture across the Education Support office and all schools.

We are seeking a work health and safety (WHS) professional to lead the strategic direction for an integrated WHS, wellbeing and early intervention approach to support the safety and wellbeing of our staff. Working with other teams in the Safe School group you will ensure that WHS, wellbeing and early intervention approaches are incorporated into all aspects of the Directorates functioning.

You will work collaboratively across the Directorate to drive the continuous improvement of the systems and processes to support an integrated approach to WHS, wellbeing and early intervention in our schools and Education support office to drive a strong safety culture.

Our ideal candidate will have exceptional interpersonal and communication skills. You will be a supportive, collaborative, and engaging leader with extensive knowledge of WHS legislation and experience in implementing WHS, wellbeing and early intervention policies and processes in workplaces. You will need to demonstrate resilience, tact, and empathy in managing multiple stakeholders and sensitive situations and work to tight timeframes.

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

**Eligibility/Other requirements:** Tertiary qualifications in Human Resources, Work Health and Safety or similar and / or experience in managing WHS, wellbeing and injury management frameworks for a large workforce would be highly regarded.

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

**Applications to be submitted via the “Apply Now” button below:**

Contact Officer: Kate McMahon 0466 393 618 [Kate.McMahon@act.gov.au](mailto:Kate.McMahon@act.gov.au)

## **Service Design and Delivery**

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

#### **Executive Officer**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 44263)**

Gazetted: 07 June 2022

Closing Date: 24 June 2022

This is a critical leadership position that has an influential role in representing the customer’s digital and technology needs within the Directorate and will be actively involved in all facets of the branches communication and support processes. The role is central to facilitating the smooth running of the Branch by co-ordinating and managing Ministerial, Executive and Customer correspondence and responses from the Branch. The role will also support Branch performance reporting and monitoring to report to the Executive.

Our ideal candidate takes ownership of issues and has, or can demonstrate the ability to have, an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact in the education sector.

You can ‘wear multiple hats’ and juggle priorities, be resilient and tactful, are passionate about what you do and committed to making a difference.

**Eligibility/Other Requirements:**

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

Permanent resident of Australia

Degree qualification in related field or equivalent experience is highly desirable.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Bartlett Email [EBM.DSST@act.gov.au](mailto:EBM.DSST@act.gov.au) [EBM.DSST@act.gov.au](mailto:EBM.DSST@act.gov.au)

## **Business Services**

### **People and Performance**

#### **People and Conduct**

#### **Director People Cases**

#### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 42348)**

Gazetted: 07 June 2022

Closing Date: 15 June 2022

Are you passionate about upholding the highest standards of professional conduct and integrity in ACT Public Schools? Do you have sound judgement, exceptional writing skills and an ability to lead and coach a small specialist team? We want to hear from you!

The People and Performance team in the Education Directorate are seeking a HR professional with extensive experience in managing complex employee relations and conduct matters to join our friendly and supportive People and Conduct team.

**How to apply:** Please provide a curriculum vitae and a maximum one-page pitch outlining your Skills, Experience and Suitability based on the requirements of the role as set out in the Position Description.

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

Contact Officer: Daniel Ackland (02) 6205 1820 Daniel.Ackland@act.gov.au

## System Policy and Reform

### ACT Board of Senior Secondary Studies

### ACT Board of Senior Secondary Studies

### Director Corporate Services

### Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 53510)

Gazetted: 07 June 2022

Closing Date: 24 June 2022

The ACT Board of Senior Secondary Studies (ACT BSSS) is a statutory authority responsible for the certification of senior secondary school studies in government and non-government schools in the Australian Capital Territory. Staff embrace the fast pace and busy environment of the Office of the Board of Senior Secondary Studies and are able to accommodate and respond to shifting demands and challenges. The ideal candidate will have exceptional interpersonal and communication skills, be highly organised, and expert in prioritising time and workload of self and others

The successful applicant will be a motivated and dynamic leader wishing to join the Office of the Board of Senior Secondary Studies with a focus on high performance and excellence, leading and managing an administrative team in the context of developing and aligning high quality service delivery with the legislative, strategic, and operational goals of the agency.

The Director, Corporate Services will be outcomes focussed and join a leadership team that supports and contributes to a culture of accountability, collaboration, progressive innovation, and high expectations.

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:** To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Applicants should be aware of and able to apply the ACTPS Values and Signature Behaviours.

Relevant financial experience in a school or government context and/or financial qualifications are desirable but not essential. The successful applicant will be required to establish both strategic and operational understanding of Oracle, APIAS, and TM1.

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

**How to apply:** Applicants are encouraged to contact the Executive Director prior to the submission of their application.

Applications must include the Application Coversheet, your written response to the Selection Criteria of no more than three pages including experience and/or ability as outlined in the Position Description with examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required, and a curriculum vitae and names of two referees.

To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx, .doc), Rich Text Format (.rtf) or pdf. Other formats may not be readable on ACTPS computers, requiring documents to be converted and resubmitted.

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

Contact Officer: Martin Watson (02) 6205 7162 Martin.Watson@act.gov.au



**School Improvement  
South Weston Network  
Canberra College  
Building Service Officer**

**Building Service Officer 3 \$72,451 - \$76,559, Canberra (PN: 36452)**

Gazetted: 08 June 2022

Closing Date: 22 June 2022

Details: Canberra College is a year 11 and 12 school located in Phillip. The College has approximately 1167 students. The successful applicant will be required to maintain the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards, completing emergency and other repairs to trade/industry standard OR ensuring this standard when organising and overseeing emergency repairs.

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

In accordance with Directorate policies and in consultation with the supervisor, a Building Service Officer (BSO3/GSO8) will:

Assume responsibility for the security of the school buildings, furniture, fittings and equipment. Coordinate, initiate and implement strategies to achieve improved security outcomes.

Assume responsibility for the school(s) building maintenance/appearance including, but not limited to:

Undertaking regular inspections to determine priorities

Coordinating and completing required work to the building, fixtures, fittings, furniture and equipment OR organising and overseeing work

Develop, coordinate and implement an annual maintenance program

Manage the school's maintenance programs, supervise contractors, initiating and implementing strategies to improve outcomes

3. Assume responsibility for day to day grounds maintenance work enhancing the school including, but not limited to:

Undertaking regular inspections to determine priorities

Completing an annual systematic grounds maintenance program

Coordinating and supporting the school's sustainability initiatives as required.

4. Operate and monitor the school's heating and cooling systems and initiate and implement strategies to minimise energy usage OR if the school has an automated climate management system, monitor with a view to minimising energy usage.

5. Within reasonable safety limits, manage, coordinate and assist with:

Stocktake and the receipt and storage of equipment and supplies

Rearranging or relocating furniture and equipment.

Undertake relevant administrative tasks as required. Ensure compliance with risk management and safety documentation requirements

**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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

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

A pre-employment medical clearance may be required prior to commencement.

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

**Desirable:**

An industry recognised trade qualification or equivalent work experience.

A current First Aid certificate.

Note: This is a temporary position available immediately with the possibility of 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.

How to Apply: Applicants are to submit a two-page application addressing the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact details of two referees who can support your statements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Clode (02)6142 3326 [claire.clode@ed.act.edu.au](mailto:claire.clode@ed.act.edu.au)

**School Performance and Improvement  
South Canberra/Weston School Network  
Canberra College**

**Learning Support Assistant**

**School Assistant 2/3 \$50,861 - \$62,020, Canberra (PN: 31465)**

Gazetted: 08 June 2022

Closing Date: 22 June 2022

Details: Canberra College is a year 11 and 12 school located in Phillip. The College has approximately 1167 students. The successful applicant will be required to support students across the school, working closely with classroom teachers to support students social, emotional, and academic development. The position is a temporary position, with possibility of extension, working 5 days per week.

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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

**HIGHLY DESIRABLE**

Any of the following qualifications are highly desirable:

Certificate IV in Education Support

Certificate III or IV in Community Services

Diploma in Community Services

**DESIRABLE**

First Aid qualifications or the willingness to undertake appropriate training

Willingness to undertake HASS program training in relation to health care procedures/tasks.

Note: This is a temporary position available from 18 July 2022 with the possibility of 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.

How to Apply: Applicants are to submit a two-page application addressing the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact details of two referees who can support your statements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Clode (02)6142 3326 [claire.clode@ed.act.edu.au](mailto:claire.clode@ed.act.edu.au)

**School Improvement**

**North/Gungahlin Network**

**Gungahlin College**

**Information Technology Officer**

**Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 36439)**

Gazetted: 06 June 2022

Closing Date: 20 June 2022

Details: Gungahlin College is seeking a dynamic, organised team player who will be an active member of the school's administration team overseeing the operation of the school information technology.

Our ideal candidate has experience in providing administrative and ICT support in a busy school environment. The ability to deliver excellent customer service and provide day to day support across the team is critical to this role. You will have excellent organisational skills and enjoy helping others. You will be familiar with providing first point of contact support to students and staff, as well as responding professionally and efficiently to general enquiries. You will be flexible, motivated and capable of prioritising your work. Having the ability to form productive working relationships with colleagues and stakeholders should be a core professional strength. Our ideal candidate will take ownership of their work and will have demonstrated the ability to work productively as part of a team. Take a leadership role in the management, development and improvement of the school network that includes IT security, hardware and software repairs and upgrades.

Liaise with outside agencies as necessary.

Provide network support to all staff across the complex, students and community.

Design and implement a variety of reports using various database packages.

Take a leadership role in the integration of ICT in classrooms, as part of college programs. This includes providing professional learning to teaching and admin staff.

Conduct research and provide advice to college executive in the use of emerging technologies in communicating with the broader college community.

Undertake administrative tasks related to the operation of the schools networks including record keeping of stock, maintaining budgets, equipment and room booking sheets.

**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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au)).

**Desirables:** Information technology qualifications or experience in an information technology role.

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

**How to Apply:** Please submit a written response to the Selection Criteria located in the Position Description and current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shaun Mobey (02) 6142 1000 [shaun.mobey@ed.act.edu.au](mailto:shaun.mobey@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](mailto:jobs@act.gov.au)**

#### **Environment, Heritage and Water**

##### **ACT Heritage**

##### **Manager, Conservation Planning and Major Project Coordination**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57563)**

Gazetted: 03 June 2022

Closing Date: 24 June 2022

**Details:** Reporting to the Senior Director, ACT Heritage, the Manager, Conservation Planning and Major Projects supports the ACT Heritage Council in exercising their responsibilities under the *Heritage Act 2004* for advice and approvals relating to Conservation Management Plans and major development projects, and for reviewing heritage compliance matters.

The role works closely with the Manager, Approvals and Advice in identifying advice priorities and project schedules and is supported by Conservation Officers as required to ensure delivery of outputs within agreed timeframes.

The role also undertakes preliminary review of potential Heritage Act offences, to inform heritage compliance investigations by Access Canberra. The role forms part of the broader management team within the branch.

Under limited direction:

Provide high quality conservation advice to the ACT Heritage Council, ACT Government agencies and external stakeholders on Conservation Management Plan applications and approvals.

Coordinate the ACT Heritage Council assessment of major development projects affecting heritage places and objects, to ensure advice and approvals are delivered in a timely manner.

Carry out the duties of an authorised officer under the *Heritage Act 2004*, including review of potential heritage offences, to inform heritage compliance investigations by Access Canberra.

Work independently and/or as a project lead to ensure agreed outcomes are met.

Contribute to and coordinate a range of Council and departmental meetings and correspondence, including responses to departmental briefs and corporate documentation.

Undertake high level liaison and negotiation within government, industry, and community groups in relation to heritage matters in the ACT.

Contribute to the work of ACT Heritage, including strategic planning, support of the ACT Heritage Council and data management.

Maintain records in accordance with the *Territory Records Act 2002*.

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

Skills, experience, and qualifications in a heritage related field are highly desirable.

Heritage related fields include cultural heritage management, archaeology, architecture, history, landscape architecture, cultural geography, and conservation management.

**How to Apply:** The following capabilities form the Selection Criteria that are required to perform the duties and responsibilities of the position.

Applicants should address the Selection Criteria with a maximum of 350 words per criterion.

**Professional / Technical Skills and Knowledge**

Extensive knowledge of and experience in managing heritage places and objects in a statutory context.

Demonstrated experience in, and the ability to undertake, conservation planning for and the management of heritage places and objects.

Well developed project management and administrative skills including experience in planning and administrative statutory processes.

**Behavioural Capabilities**

Demonstrated well developed conceptual, analytical, research and problem-solving skills, including a demonstrated ability to exercise sound judgement, time and project management skills.

Demonstrated high level communication (oral and written), liaison, representation and negotiation and conflict resolution skills, including experience in building productive working relationships with staff, Government agencies, and community.

Understanding of and strong commitment to the implementation of the ACT Public Service Values and signature behaviours including the principles of respect, equity and diversity and workplace health and safety and compliance with the requirements of the *Territory Records Act 2002*.

**Applications to be submitted via the "Apply Now" button below:**

Contact Officer: Edwina Jans (02) 6205 9237 [Edwina.Jans@act.gov.au](mailto:Edwina.Jans@act.gov.au)

**Environment, Heritage and Water**

**ACT Heritage**

**Senior Project Manager, Heritage Register Database and Website**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 50910)**

Gazetted: 03 June 2022

Closing Date: 24 June 2022

**Details:** Reporting to the Senior Director, ACT Heritage and a Project Board, the Senior Project Manager, Heritage Register Database and Website will lead and project manage the development and delivery of a highly functional spatial database and user interface for the ACT's Heritage Register to ensure conservation of the ACT's heritage places and objects, their appropriate consideration in planning and development for our city, and community engagement with and appreciation of the ACT's rich history.

ACT Heritage supports the ACT Heritage Council to deliver on their statutory obligations outlined in the *ACT Heritage Act 2004*. Both entities are critical to recognising and protecting the ACT's natural and cultural heritage. To be able to deliver on their three core functions - record-keeping, conservation, and promotion - ACT Heritage and the Heritage Council must undergo a digital transformation that corrects and provides long-term stability for heritage data that:

- minimises the risk of damage and destruction to heritage places and objects,
- maximises efficiencies in ways of working, and
- improves heritage engagement and outcomes across the ACT Government and community.

**Eligibility/Other requirements:**

To be successful in this role, you will need proven abilities in ICT project management and database and website development, implementation, and management.

You will have the capacity to deliver key Government projects within set, and sometimes short timeframes, and demonstrate an excellent record in project and financial management in the context of government priorities and policies.

You will have experience in managing procurement processes, facilitating stakeholder engagement and change management processes.

Experience and/or tertiary qualifications in information technology and leadership/project management is preferred. Skills, experience, and qualifications in a heritage related field are not essential but would be beneficial. Heritage related fields include archaeology, architecture, engineering, history, landscape architecture, nature conservation, object conservation, town planning, urban design, cultural geography, and conservation management.

**Note:** This is a temporary position from 29 July 2022 up until 31 July 2024.

Under broad direction from the Senior Director and the Project Board, the Senior Project Manager will:

Lead the development, delivery and implementation of a highly functional spatial database and user interface for the new ACT Heritage Register database and website within set budget and timeframes to ensure the conservation and recognition of the ACT's heritage.

Identify, engage and consult relevant Government, private sector and community stakeholders, including the ACT Heritage Council, to identify requirements and inform development and implementation of a new database and heritage register.

Procure and manage necessary expert consultants to provide services and advice at relevant stages of the project, including development of business cases and other financial documents to secure funds as required.

Manage the implementation of a new ACT Heritage Register database and website in the context of the legal and operational framework of the *Heritage Act 2004*, the functions of the Council, and the ACT Government Digital Strategy.

Report to and support Senior Director, ACT Heritage, and the Project Board in the strategic direction and delivery of the new ACT Heritage Register database and website.

Work closely with the ACT Heritage team to identify needs, set, and reach common goals about information management.

Maintain records in accordance with the *Territory Records Act 2002*.

**How to Apply:** The following capabilities form the Selection Criteria that are required to perform the duties and responsibilities of the position.

Applicants should address the Selection Criteria with a maximum of 350 words per criterion.

**Professional / Technical Skills and Knowledge**

Experience in the management of complex ICT projects and a proven record of output delivery on time and within budget.

Demonstrated experience in the development of spatial and statistical information management systems, including data capture, database design and management, data maintenance, user interface, reporting and presentation.

Demonstrated experience in website design and implementation in accordance with relevant legislation, government policies, and end user requirements.

**Behavioural Capabilities**

A demonstrated ability to develop and foster partnerships with specialist service providers and stakeholders within and outside an organisation.

Well-developed strategic planning, problem solving, change management, and time management skills.

Understanding of and strong commitment to the implementation of the ACT Public Service Values and signature behaviours including the principles of respect, equity and diversity and workplace health and safety and compliance with the requirements of the *Territory Records Act 2002*.

**Applications to be submitted via the "Apply Now" button below:**

Contact Officer: Edwina Jans (02) 6205 9237 [Edwina.Jans@act.gov.au](mailto:Edwina.Jans@act.gov.au)

**Corporate Services and Operations**

**Governance, Compliance and Legal Policy**

**Governance, Assurance and Performance**

**Governance, Assurance and Performance Officer**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 49178)**

Gazetted: 02 June 2022

Closing Date: 16 June 2022

**Details:** Do you have experience in project management, performance reporting, governance and business resilience or risk and assurance? Or are you looking to expand your skills? Then we offer an exciting opportunity!

The Governance, Assurance and Performance (GAP) team in the Environment, Planning and Sustainable Development Directorate is a corporate services business unit that provides advisory and support services on organisational governance, strategic performance and reporting, audit and assurance and business resilience, which includes risk management, emergency management and business continuity.

Working in the Performance and Reporting area you will play an essential role in contributing to a range of internal and external reporting processes from design to implementation, including the Annual Report and Parliamentary and Governing Agreement commitments reporting. You will be responsible for or involved in multiple projects that develop and implement performance monitoring to achieve better outcomes for our organisation and the Canberra community.

You will also have the opportunity to work across the GAP team on other governance and assurance related projects.

We are seeking a strategic, logical, and analytical thinker who enjoys challenging work, has experience managing projects within a performance reporting, governance, or business setting, along with a can-do attitude and a keen eye for detail. You will have an understanding of the value of data as an asset and using information from a variety of sources to drive evidence-based decision making. This is a new opportunity to work within a dynamic team and make a significant impact!

The position description provides more detail on this exciting opportunity.

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

This position may combine working from home and working in an office. The office is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**Note:** This is a temporary position for up to 12 months, with the possibility of permanency, dependant on work and operational requirements.

While the current vacancy is in the Performance and Reporting area, the order of merit may be used to fill further vacancies within the broader GAP team.

**How to apply:** To apply, you will need to submit a response of no more than two pages outlining your relevant Skills, Knowledge, Behaviour, and experience against the Selection Criteria.

A current curriculum vitae and provide the names and contact details of two referees, including one referee who is a current/recent supervisor. Referees will be contacted with your prior approval.

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

Contact Officer: Ian Phillips (02) 6205 1225 [Ian.Phillips@act.gov.au](mailto:Ian.Phillips@act.gov.au)

## **Environment, Heritage and Water**

### **ACT Parks and Conservation Service**

#### **Fire Management**

#### **Senior Field Officer (Fire)**

**General Service Officer Level 7 \$66,857 - \$70,601, Canberra (PN: 09855)**

Gazetted: 03 June 2022

Closing Date: 24 June 2022

Details: This is an exciting opportunity for people who are keen to play a vital role in providing bushfire protection to the ACT by joining the ACT Parks and Conservation Service (PCS) as a leader of one of our fire crews. These highly sought after positions offer a rare chance to work across the PCS Estate, from the back fences between the suburbs and our Nature Parks through to the wilderness areas in Namadgi National Park.

PCS is a Branch within the Environment, Heritage and Water Division that is responsible for the sustainable management of approximately 80% of the ACT including our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for.

The Fire, Forests and Roads Section of the Parks and Conservation Service has a number of seasonal and temporary vacancies for appropriately motivated people looking to lead a team implementing bushfire management programs across the ACT. This will include bushfire fuel management activities, firetrail and infrastructure construction and maintenance and fuel hazard assessments as well undertaking bushfire standby and suppression as required.

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

**Eligibility/Other Requirements:** Applicants should note that our seasonal field crews work in a variety of terrains and sometimes harsh working environments and the roles are strenuous and physically demanding requiring lifting, carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles, often in remote locations. All applicants shortlisted for interview will be required to successfully complete the nationally recognised arduous task based fitness assessment as part of the selection process, and annually thereafter. Any

employment offers will be subject to applicants passing a pre-employment medical and a police check. Ongoing employment is also subject to applicants maintaining appropriate fitness and health to undertake the role. Applicants are required to wear a uniform and work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an 'as needs' basis. Possess a current manual driver's licence.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

**Note:** This is a temporary vacancy available immediately although start dates to 5 September 2022 maybe negotiated, with the possibility of 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.

**How to Apply:** Applicants should note that these are highly sought after and competitive positions and to be considered for a position, your application must include a supporting statement demonstrating that you meet the Selection Criteria and any eligibility requirements specified in the Position Description. Applications that fail to address the Selection Criteria will not be assessed.

Applicants must limit responses to an average of 250 words per criterion. Late applications will not be accepted, and extensions won't be granted.

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

Contact Officer: Dylan Lawrey 02 6207 5452 [dylan.lawrey@act.gov.au](mailto:dylan.lawrey@act.gov.au)

## **Environment, Heritage and Water**

### **ACT Parks and Conservation Service**

#### **Fire Management**

#### **Seasonal Fire Field Officer**

**General Service Officer Level 5/6 \$58,918 - \$64,843, Canberra (PN: 09857, several)**

Gazetted: 03 June 2022

Closing Date: 24 June 2022

**Details:** This is an exciting opportunity for people who are keen to play a vital role in providing bushfire protection to the ACT by joining the ACT Parks and Conservation Service (PCS) as a member of our seasonal fire crews. These highly sought after positions offer a rare chance to work across the PCS Estate, from the back fences between the suburbs and our Nature Parks through to the wilderness areas in Namadgi National Park.

PCS is a Branch within the Environment Division that is responsible for the sustainable management of approximately 80% of the ACT including our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for.

The Fire, Forests and Roads Section of the Parks and Conservation Service has a number of seasonal vacancies for appropriately motivated people looking to be part of a team implementing bushfire management programs across the ACT. This will include bushfire fuel management activities, firetrail and infrastructure construction and maintenance and fuel hazard assessments as well as undertaking bushfire standby and suppression as required. Full training will be provided to the right applicants.

An information session will be held on the evening of 14 June 2022 for interested applicants. Limited spots will be available so please email Isobel Tongs ([isobel.tongs@act.gov.au](mailto:isobel.tongs@act.gov.au)) for details and to book your place.

The Bushfire Seasonal Fire Fighter program was introduced by the ACT Government in response to recommendations from the McLeod Inquiry into the 2003 Canberra Bushfires. The seasonal fire crews perform a critical role in the ACT Government's ability to effectively implement bushfire mitigation strategies as well as whole of government bushfire suppression capabilities.

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

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

Applicants should note that our seasonal field crews work in a variety of terrains and sometimes harsh working environments and the roles are strenuous and physically demanding requiring lifting, carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles, often in remote locations. All applicants shortlisted for

interview will be required to successfully complete the nationally recognised arduous task based fitness assessment as part of the selection process, and annually thereafter. Any employment offers will be subject to applicants passing a pre-employment medical and a police check. Ongoing employment is also subject to applicants maintaining appropriate fitness and health to undertake the role.

Applicants are required to wear a uniform and work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an 'as needs' basis. Possess a current manual driver's licence.

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

**Note:** This is a temporary vacancy available from 5 September 2022 until 30 June 2023. 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:** Applicants should note that these are highly sought after and competitive positions and to be considered for a position, your application must include a supporting statement demonstrating that you meet the Selection Criteria and any eligibility requirements specified in the Position Description. Applications that fail to address the Selection Criteria will not be assessed.

Applicants must limit responses to an average of 250 words per criterion. Late applications will not be accepted, and extensions won't be granted.

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

Contact Officer: Isobel Tongs 02 6207 9325 [isobel.tongs@act.gov.au](mailto:isobel.tongs@act.gov.au)

## Environment, Heritage and Water

### Parks and Conservation Service

#### Field Officer

**General Service Officer Level 5/6 \$58,918 - \$64,843, Canberra (PN: 11675, several)**

Gazetted: 03 June 2022

Closing Date: 24 June 2022

Details: The ACT Parks and Conservation Service (PCS) is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations.

A number of permanent and temporary opportunities exist in both our Parks and Reserves and Fire Management teams. Our Field Officers assist in the protection of biodiversity and implementation of sustainable management practices in the ACT's conservation reserves and rural lands. As members of a multidisciplinary team and under limited supervision, they carry out a range of tasks relating to land conservation and/or bushfire management.

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

**Eligibility/Other Requirements:**

Applicants should note that our field officers work in a variety of terrains and sometimes harsh working environments and the roles are strenuous and physically demanding requiring lifting, carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles, often in remote locations. All applicants shortlisted for interview will be required to successfully meet the appropriate firefighting fitness standards to at least the moderate level of the national firefighting task-based assessment (assessed annually). Note that applicants for Fire Management Unit positions are required to successfully complete the arduous level of the national firefighting task-based assessment on an annual basis. Any employment offers will be subject to applicants passing a pre-employment medical and a National Police Check. Ongoing employment is also subject to applicants maintaining appropriate fitness and health to undertake the role.

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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

**Applicants Must:**

Be prepared to wear a uniform and to work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an "as needs" basis.

Possess a manual drivers' licence.

Possess a current Advanced First Aid Certificate or capacity to obtain one.

**Desirable:**



Ideally, applicants will:

Possess nationally recognised qualifications to the ACT RFS level of Bushfire fighter (or equivalent).

Possess truck and/or minor plant licenses, nationally accredited chainsaw qualifications and nationally accredited four-wheel drive qualifications.

Note: 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: Applicants should note that these are highly sought after and competitive positions and to be considered for a position, your application must include a supporting statement demonstrating that you meet the Selection Criteria and any eligibility requirements specified in the Position Description. Applications that fail to address the Selection Criteria will not be assessed.

Applicants must limit responses to an average of 250 words per criterion. Late applications will not be accepted, and extensions won't be granted.

Applications should be submitted via the Apply Now button below.

Contact Officer: Isobel Tongs 02 6207 9325 [isobel.tongs@act.gov.au](mailto:isobel.tongs@act.gov.au)

### **Justice and Community Safety**

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

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

#### **ACT Corrective Services**

##### **Operational Support**

##### **Sentence Administration Board**

##### **Secretary to the Sentence Administration Board (Legal)**

**Legal Officer Grade 1 \$69,739 - \$140,456, Canberra (PN: 40864)**

Gazetted: 07 June 2022

Closing Date: 21 June 2022

**Details:** A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the role of Secretary to the Sentence Administration Board (Legal One), within Operational Support.

The successful applicant will provide secretariat support to the Sentence Administration Board (SAB), which is an independent Board hosted by ACTCS.

The successful applicant will perform the role and functions of the Secretary to the SAB under the *Crimes (Sentence Administration) Act 2005*. This involves exercising lawfully and prudently statutory delegated powers and providing high quality secretariat support for the SAB.

The role works in cooperation with the Secretary to the SAB (non-legal) and together, provides leadership and support to the secretariat team.

In addition, you will be required to communicate and liaise appropriately with offenders, victims, parties and stakeholders, as required, which involves issuing Notices of SAB decisions and about SAB proceedings, undertaking follow-up in accordance with the law, and also supporting and complying with inter-agency arrangements between the SAB and stakeholders.

Further to this, you will undertake legal research and analysis as required, and assist in the preparation of high-quality reports, submissions, information, briefs, and correspondence for the SAB.

To be successful you will demonstrate the ability to exercise sound judgement in complex situations, while complying with law and other requirements. You will also possess exceptional communication and interpersonal skills and demonstrate an ability to develop and compose complex workplace documents.

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

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

Tertiary Law qualifications, either fully or partially completed, is required.

The successful candidate will be required to undergo a criminal 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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people).

**Note:** Previous applicants are encouraged to apply.

**How to Apply:** Applicants are required to submit the following items:

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

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

**Applications to be submitted via the “Apply Now” button below:**

Contact Officer: Tina Nicholls (02) 6205 4605 [Tina.Nicholls@act.gov.au](mailto:Tina.Nicholls@act.gov.au)

## **Security and Emergency Management Division (SEMD)**

### **Security Branch**

#### **Senior Policy Officer**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57529)**

Gazetted: 03 June 2022

Closing Date: 17 June 2022

Details: Are you interested in applying your conceptual and analytical skills to a wide range of security policy issues, and contributing to policy development, reform and implementation, including the drafting and coordination of assembly, cabinet, and policy documents? The Security Branch in the JACS Security and Emergency Management Division (SEMD) is looking for a highly motivated team member to make a positive and significant contribution to the team.

JACS SEMD is primarily responsible for the development and coordination of strategic security and emergency management policy matters for the ACT Government. The Security Branch leads policy development, reform, and implementation on security matters, including protective security, data security, counter terrorism, countering violent extremism, and security of critical infrastructure. The Branch works closely with the Commonwealth Government to implement national security initiatives in the ACT.

The Senior Policy Officer will:

Provide advice and prepare strategic and complex submissions, papers, briefs and correspondence, with reference to local and national priorities and context.

Use sound judgement and critical thinking to collaboratively solve complex issues and address emerging ACT security challenges.

Analyse Commonwealth, State and Territory jurisdiction policies, legislation and doctrine to develop advice to align the ACT Government’s whole-of-government policies.

Manage relationships with stakeholders to ensure policy development is informed by cross-Government stakeholders.

Ensure responsiveness and timeliness in meeting deadlines and provide consistency of advice.

Use well-developed liaison and communication skills to negotiate, communicate, collaborate and influence stakeholders when representing the Directorate.

Draft and maintain high-quality project materials and documents, including action plans, communication strategies, implementation timelines, and internal reporting documents.

The Justice and Community Safety Directorate (JACS) 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: Possession of, or the ability to acquire, a Negative Vetting (NV1) national security clearance is a mandatory requirement of this position.

Relevant tertiary qualifications in law, social policy, international relations or national security are highly desirable. A working knowledge and understanding of Cabinet, Ministerial, Parliamentary and machinery of Government processes is desirable.

How to Apply: Applicants should provide a two page pitch outlining their Professional/Technical skills, Knowledge and Behavioural capabilities, along with a curriculum vitae, including contact details of two referees. Applicants are encouraged to make contact prior to applying.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Halim (02) 6205 2340 [claire.halim@act.gov.au](mailto:claire.halim@act.gov.au)

## **ACT Courts and Tribunal**

### **Corporate and Strategic Services**

#### **Property and Contracts**

##### **Director Property and Contracts**

##### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 50543)**

Gazetted: 02 June 2022

Closing Date: 16 June 2022

**Details:** The Director, Property and Contracts works to the Senior Director, Property and Contracts to support the delivery of facilities and support services to the ACT Courts and Tribunal. The position assists the Senior Director in leading a team in ensuring the physical needs of the organisation are met.

The position oversees the day-to-day administration of the contractual arrangements that support the ACT Law Courts Building, ACT Civil and Administrative Tribunal, and Forensic Medicine Centre, most notably the Public Private Partnership arrangements.

Through these activities, the position provides direction and expertise in a range of operational aspects including courtroom technologies, security, asset management, specialist equipment maintenance and soft services.

The ideal applicant will have an exceptional understanding of the justice system, contract management, procurement and the ability to lead a team in the delivery of complex and high-quality services in a fast-paced environment.

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:** Qualifications in Contract Management, Property Management or Project Management, or the ability to obtain the same, would be highly desirable.

**Note:** This is a temporary position available immediately up until 9 September 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.

Current and former ADF members are encouraged to apply.

Selection may be based on application and referee reports only.

**How to apply:** Please submit a statement addressing your claims against the position requirements, not exceeding three pages, and a copy of your curriculum vitae.

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

Contact Officer: Rodney Deaman (02) 6205 1184 [Rodney.Deaman@courts.act.gov.au](mailto:Rodney.Deaman@courts.act.gov.au)

## **ACT Corrective Services**

### **Operational Support**

#### **Policy and Risk Management**

##### **Senior Quality Assurance Officer**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 49306)**

Gazetted: 02 June 2022

Closing Date: 23 June 2022

**Details:** ACT Corrective Services (ACTCS) is looking for an experienced and motivated individual to join the Quality Assurance Team as the Senior Quality Assurance Officer (ASO6).

The Quality Assurance Team is a small team that provides a range of governance support to ACTCS.

The successful applicant will undertake a range of administrative, quality assurance and risk management activities to support the Quality Assurance Team in providing evidence-based data and information and advice to the ACTCS Executive concerning the delivery of effective corrective services.

In addition, you will be required to undertake research, investigation and analysis, preparing high-quality working papers, reports and recommendations on specific reviews or audits.

Further to this, you will liaise with relevant internal and external stakeholders for the purpose of planning quality assurance activities and to communicate findings and assist in ensuring the overall quality of ACTCS risk management, protective security and quality assurance arrangements.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills.

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:**

Background/Security clearance checks will be conducted.

Driver's license is essential.

**How to Apply:** Applicants are required to submit three items:

A one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements;

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

a copy of your current driver's licence. Please ensure you submit all three items.

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

Contact Officer: TracyL Cussen (02) 6205 0366 TracyL.Cussen@act.gov.au

**Corporate**

**Executive Branch Manager, Capital Works and Infrastructure**

**Executive Level 1.4 \$257,573 - \$268,725 depending on current superannuation arrangements, Canberra (PN: E1238)**

Gazetted: 06 June 2022

Closing Date: 20 June 2022

**Details:** The Justice and Community Safety (JACS) Directorate is seeking applications from experienced, innovative, and motivated senior executives to fill the position of Executive Branch Manager, Capital Works and Infrastructure. Reporting to the Chief Operating Officer, the Executive Branch Manager (EBM), Capital Works and Infrastructure works in partnership with JACS business units, ACT Property Group and Major Projects Canberra to facilitate and deliver Capital Works, Infrastructure, Sustainability and Procurement strategies and projects for JACS.

As an executive leader, the EBM guides the directorate on delivering capital works and infrastructure projects, which includes providing strategic and technical advice for JACS in respect of business objectives in line with whole of government priorities.

The Executive Branch Manager should have a record of leadership in the delivery of major projects and in strategic infrastructure. You will need to display strong business and people management skills, as well as superior skills in stakeholder engagement, collaborative partnerships, balanced decision making and issue management.

**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**.

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

**How to Apply:** Interested candidates are requested to submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Danielle Krajina (02) 6207 4813 danielle.krajina@act.gov.au

**Major Projects Canberra**

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

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

**Infrastructure Delivery Partners**

**Commercial Project Management**

**Infrastructure Project Director**

**Infrastructure Manager/Specialist 1 \$172,791, Canberra (PN: 40307)**

Gazetted: 07 June 2022

Closing Date: 24 June 2022

Are you looking to be an integral part of the Leadership Team that drives the delivery of infrastructure that helps ensure Canberra remains one of the world's most liveable cities? The Commercial Project branch within Major Projects Canberra is seeking a Project Director to provide exceptional strategic vision and delivery expertise across a growing capital works portfolio.

Major Projects Canberra plays a central role in delivering the ACT Government's infrastructure program. Our mandate ranges from the largest and most complex projects through to local community-scale infrastructure. We are achieving this by working closely with other parts of the ACT Government and the private sector to deliver a range of civil, commercial and social infrastructure across the ACT. The Commercial Management Branch is responsible for the delivery of a broad range of portfolio's including education, urban development, arts, sporting and community facilities.

At Major Projects Canberra we value diversity, and we are looking for passionate professionals who can embody our core values of respect, integrity, collaboration, innovation, safety and excellence. The right person for this role is committed to fostering relationships between the Branch, partner directorates and industry partners; leading and investing in the development their team and the broader ACT Government community; and driving exceptional project delivery outcomes.

Please click on this link to see Major Projects Canberra in action:

<https://www.act.gov.au/majorprojectscanberra/home>

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

**Eligibility/Other Requirements:**

**Mandatory:**

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

**Engineering** – A four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

**Architecture** – A three-year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

**Project Management** – either:

a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

have a least ten years relevant experience in Project Management.

**Note:** This is a temporary position available immediately until April 2025 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. Selection may be based on application and referee reports only.

**How to apply:** MPC is a small and agile organisation that relies on its highly skilled and qualified staff and contractors working together as a strong and unified team. If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

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

Contact Officer: Erica Pilgrim-Day (02) 6205 4911 Erica.Pilgrim-Day@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](mailto:jobs@act.gov.au)**

#### **Development Delivery**

##### **Molonglo**

##### **Development Director, Infrastructure**

##### **Infrastructure Manager/Specialist 1 \$172,791, Canberra (PN: 45207)**

Gazetted: 02 June 2022

Closing Date: 23 June 2022

**Details:** Be part of a great place!

Through greenfield development and urban renewal, the Suburban Land Agency (the Agency) creates experiences and lifestyles that are uniquely Canberran, where everyone feels welcome and at home.

Our developments aim to balance social, economic and environmental benefits for all Canberrans through:

- affordable living
- a safe and healthy population
- social inclusion and diversity
- housing choices
- environmental sustainability.

The position of Development Director, Infrastructure sits within the Development Delivery Branch (the Branch) which is made up of two business units – Greenfields and Urban and Commercial. We deliver project planning, community/stakeholder engagement, estate design and land sale delivery of projects to optimise the Territory's social, environmental and economic return on land development activities in the ACT. In line with the government's Indicative Land Release Program (ILRP), this includes development of government-owned land for residential, commercial, industrial, community and other uses. We establish project teams and manage projects from inception to completion.

Applications are sought from potential candidates for the position of Development Director, Infrastructure.

Applicants should submit a supporting statement, addressing the selection criteria, of not more than four (4) A4 pages outlining their skills and experience relevant to the role. A copy of a current CV and contact details of at least two relevant referees is to be provided.

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

Engineering – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three-year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

A diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

Certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

Have at least 10 years relevant experience in project management, as described in the work levels.

**Note:** 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:** Applications are sought from potential candidates for the position of Development Director, Infrastructure. Applicants should submit a supporting statement, addressing the selection criteria, of not more

than four (4) A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

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

Contact Officer: Simon Tennent (02) 6205 4961 Simon.Tennent@act.gov.au

### **Transport Canberra and City Services**

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

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

#### **Transport Canberra**

##### **Strategic Policy and Customer**

##### **Policy Officer**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 49168)**

Gazetted: 08 June 2022

Closing Date: 22 June 2022

**Details:** The Branch is seeking a policy officer with an interest in road safety and transport regulation matters and an ability to work independently across a variety of matters in set timeframes within a busy work environment. The Policy Officer will provide administrative and secretariat support to the ACT Road Safety Advisory Board and ACT Road Safety Taskforce including administering the ACT Road Safety Community Grants program including drafting of deeds, managing grant deeds, invoice tracking and payments; coordination and planning for meetings including preparing meeting papers, agendas, invitations and attendance tracking and preparing status reports on community grants and other activities supported by the ACT Road Safety Fund.

The Policy Officer will have sound written and verbal communication skills, and a proven ability to deliver quality products within set timeframes. The Policy Officer will also have excellent attention to detail and organisation skills.

The branch is going through an organisational structure change which might affect the line of reporting for the role as of September 2022, however the role itself and its content and responsibilities are not expected to change.

**Note:** This is a temporary position available for six months with a possibility of permanency on a part-time basis. 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 please submit your curriculum vitae and a two-page response detailing how your qualifications and experience demonstrate your Skills, Knowledge and Behaviour against the Selection Criteria.

***Applications should be sent to the contact officer.***

Contact Officer: Wim DeBecker (02) 6205 9795 Wim.DeBecker@act.gov.au

#### **City Services**

##### **City Presentation**

##### **Open Space Planning and Policy**

##### **Assistant Director, Open Space Planning and Policy**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 36781)**

Gazetted: 08 June 2022

Closing Date: 15 June 2022

**Details:** This position sits within the Open Space Planning and Policy Unit of the City Presentation Branch and reports to the Director, Open Space Planning and Policy. This role is primarily responsible for providing policy advice and developing policy to guide the provision and management of public land and associated infrastructure. This role requires an ability to engage with a broad range of government and non-government stakeholders on a range of public land development and management issues, with a view to negotiating and developing policy outcomes that meet both the needs of the community and the priorities of government.

This position requires a leader with a strong, considered, and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team

performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

The applicant requires a high level of communication skills (oral and written), including conflict resolution and negotiation skills. An ability to lead by example in modelling the TCCS Values is essential for this leadership position.

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 degree (or equivalent) in an appropriate field (eg land-use planning, geography, urban design, environmental management or land management) is highly desirable.

Driver's licence (C-class) is essential.

Citizenship or Permanent Resident of Australia.

This position does not require a pre-employment medical.

Working with Vulnerable People Card and or willingness to obtain, For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

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

How to Apply: Please provide a two-page response addressing the Selection Criteria located in the Position Description and provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cathryn Saunders (02) 6205 7336 [cathryn.saunders@act.gov.au](mailto:cathryn.saunders@act.gov.au)

## **City Services**

### **ACT NoWaste**

#### **Service Delivery**

#### **Assistant Director, Operational Policy**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 39244)**

Gazetted: 06 June 2022

Closing Date: 20 June 2022

**Details:** ACT NoWaste delivers the ACT Government's recycling and waste management program and is a unique organisation in Australia: we deliver both state/territory and local government functions. We are a diverse, innovative, and professional team from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

The Assistant Director, Operational Policy is part of a team that is committed in delivering high quality waste and recycling services for the Territory. This includes managing the delivery of complex service provisions to the community through outsourced waste and recycling services contracts.

The role undertakes the planning, development, and delivery of codes of practices, operational policies and standard operating procedures in relation to key service delivery outcomes undertaken by the Service Delivery Team. The role also works closely with other areas of TCCS to provide advice on best practice waste management solutions according to internal policies and applicable codes.

This position requires a leader with a strong, considered, and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

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

**Eligibility/Other requirements:**

Relevant tertiary qualifications in a relevant field relevant to the duties of the position is highly desirable.

Experience in a relevant field relevant to the duties of the position is highly desirable.

A driver's licence class C is highly desirable.

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



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

**How to Apply:** Please address the criteria highlighted under the 'What you Require' section located in the Position Description (maximum four pages), including Behavioural Capabilities and provide a current curriculum vitae and the names and contact of two referees.

**Applications to be submitted via the "Apply Now" button below:**

Contact Officer: Jason Rose (02) 6205 0721 Jason.Rose@act.gov.au

#### **Office of the Director-General**

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

##### **Assistant Director, Communications and Engagement**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 47386, several)**

Gazetted: 03 June 2022

Closing Date: 14 June 2022

**Details:** Are you passionate about letting the community know about services and projects which impact them every day?

We're looking for someone with a passion for great communication and the ability to apply their skills to tasks ranging from coordinating education campaigns to running community engagement projects and organising media launches.

We want an enthusiastic person who can work in a small team and achieve big results.

The person we're searching for has excellent people skills, a calm demeanour and is an expert in providing communication products in an engaging way to a multitude of audiences.

Transport Canberra and City Services 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 and minimum of five years' experience working professionally in the fields of strategic engagement, strategic communications, media, or public relations is preferred.

Ability to work flexibly as well as some out of hours work.

**Note:** There are several positions available immediately for a period of up to 12 months.

Selection may be based on application and referee reports only.

**How to Apply:** To apply please submit a one-to-two page pitch responding to the Selection Criteria and a current curriculum vitae containing the details of two referees.

**Applications to be submitted via the "Apply Now" button below:**

Contact Officer: Emily Wadwell (02) 6205 3229 Emily.Wadwell@act.gov.au

#### **Chief Operating Office**

##### **Governance and Ministerial Services**

##### **Sustainability, Facilities and Fleet**

##### **Zero Emissions officer**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 46036)**

Gazetted: 03 June 2022

Closing Date: 17 June 2022

**Details:** The Sustainability, Facilities and Fleet team have an exciting opportunity for a person with a passion in zero emission vehicles and sustainable policy.

This role is ideal for a person with a knowledge of fleet, including heavy commercial, plant and equipment, who can also undertake project work to expand the number of zero emission vehicles (ZEVs) in the ACT Government, particularly with the adoption of ZEV vehicles in the non-passenger fleet.

The role is responsible for the development of policies, procedures, reports and risk assessments (where relevant) in consultation with internal/external stakeholders relevant to ZEVs with a focus on safety and ensuring fleet complies with relevant compliance/regulations.

The role will also be secretariat for relevant sustainability and/or zero emission working groups within TCCS, and the TCCS representative on related cross-Government working groups.

Effective written, oral and collaboration skills are a key enabler in the performance of this role, as briefings to the Minister and Executive will be required, as well as the development of a ZEV action plan for TCCS in the context of ACT Government commitments to ZEV.

The ideal candidate will be passionate about zero emissions vehicles and sustainability, possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, and work as a team to achieve organisational objectives.

This position requires a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence in ZEV.

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:

Desirable:

Experience in fleet management or a similar field, including planning, policy development and/or delivery of zero emissions vehicles.

Experience in the management or a broad understanding of light and heavy commercial, plant and equipment.

Mandatory:

Hold a current Driver's Licence class C.

Note: This is a temporary position available immediately with the possibility of permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Current and former ADF members are encouraged to apply.

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

Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae with details of at least two referees, and an application of no more than 2 pages setting out why you are the best person for the role, with reference to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Justin Thompson (02) 6205 0936 [justin.thompson@act.gov.au](mailto:justin.thompson@act.gov.au)

## **Territory and Business Services**

### **Capital Linen Service**

#### **Director Assets and Contract Management**

**Capital Linen Service Band 9 \$133,552 - \$150,348, Canberra (PN: 27261)**

Gazetted: 02 June 2022

Closing Date: 9 June 2022

Details: Working with the Senior Leadership team, the Director, Assets and Contract Management will oversee Capital Linen Service (CLS) Contracts, Procurements and Assets functions.

The position plays a senior officer role in CLS to drive the effective end-to-end asset and contract management processes. This includes the day-to-day management of these processes, regular interaction and reporting to the CLS Senior management team so informed decisions can be made regarding its assets and future project outcomes.

#### **WHAT YOU WILL DO**

Under limited supervision and direction of the Executive Branch Manager, key duties of the position include but are not limited to:

##### **Collaboration**

Regular engagement on a day-to-day basis with CLS staff, management, including Directorate staff on contract renewals, expiries and required procurement guidelines to ensure the successful operation of CLS business, its suppliers and asset delivery outcomes;

Establish and maintain effective working relationships with both internal and external stakeholders to drive project and asset delivery activities, including strategic advice;

Drive concise and regular reporting to management on contract, procurement and assets.

##### **Strategic Priorities**

Implement and review of internal project management and asset delivery, policies, frameworks, procedures, and standards to achieve best practice outcomes for CLS;

Facilitate and drive effective governance and accountability in project management and asset delivery activities, communicate roles and responsibilities and support transparency and procedural compliance across CLS; and Prepare and present high level internal and external presentations, reports, briefs and budgets related to projects, asset acquisitions and delivery and contract outcomes.

**Accountability**

Develop and maintain through various data sources, project reporting, procurement and contract management plans;

Undertake research to ensure that the Asset Delivery Team Frameworks align with legislative, TCCS and CLS policies and procedures; and

Design, draft and manage a reporting framework to meet legislative obligations and internal business operations budget/reporting requirements.

**Other Duties**

This position may be required to mentor, support or supervise staff;

Contribute to workplace diversity, participative work practices and promoting Work Health Safety (WHS) principles; and

Other duties as required.

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

**Eligibility/Other Requirements:**

Experience in similar roles is highly desirable with financial, project or contract management experience;

Must be able to work some weekends, public holidays or out of hours;

This position does not require a pre-employment medical; and

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

How to Apply: Applicants are required to submit no more than two (2) A4 pages responding to the criteria addressing the duties and responsibilities of the position (WHAT YOU REQUIRE section).

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Childs (02) 6213 3204 daniel.childs@act.gov.au

**Chief Operating Officer**

**People and Capability**

**Organisational Development**

**Training and Development Officer**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 15153)**

Gazetted: 02 June 2022

Closing Date: 16 June 2022

Details: Do you have a passion for learning and development?

Have you delivered, designed or coordinated training for diverse audiences?

If you answered yes to both of those questions, you may be just the person we're looking for.

The Learning and Development team at Transport Canberra and City Services (TCCS) is searching for their next training superstar. We are looking for a dedicated and passionate Training and Development Officer to join our team on a permanent basis. This role works within a small team to plan, coordinate, deliver and review the operational and strategic training needs for Transport Canberra and City Services.

Strong advocates for professional development and growth, the LandD team also provide tailored guidance and support to business units and individuals who may need or want to explore development opportunities outside of the TCCS calendar. This includes assisting with the procurement of training, creating skills matrices and training needs analysis among other things.

We are seeking a motivated individual who can:

Manage the delivery of TCCS training, including workshop facilitation, eLearning development, program administration, marketing and reporting

Provide contemporary, evidence-based advice to business units on compliance requirements relating to training, tickets and licenses

Assist in the administration of the Directorate's Learning Management System

Maintain training materials, including conducting regular reviews for currency of content

Work collaboratively across all TCCS business units and ACT Government to provide high quality training services for the directorate

Undertake procurement in line with ACT Government procurement guidelines and effectively manage associated contracts

Assist with implementation of projects, conduct research and prepare complex correspondence

Other duties that support delivery of HR services in line with individual skills/capabilities.

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:

Highly desirable:

Certificate IV in Training and Assessment and or preparedness to complete same within 12 months

Qualifications in Human Resources, Adult Education, Organisational Development or related discipline and/or demonstrated relevant experience in a similar role

Note: 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 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: If this role sounds like you, please submit the following documents with your application form:

a 750 word statement of claims against the Selection Criteria outlined in the Position Description

A session plan for a 10-minute session on a HR-related topic of your choice that you feel may be relevant to TCCS staff. This could include topics such as managing people, understanding conflicts of interest, WHS, etc

Details of at least two referees, one of whom must be your current supervisor / manager.

Shortlisted applicants invited for interview will be asked to make a presentation to the Selection Panel based on their submitted session plan.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peta Harding (02) 6207 1949 [peta.harding@act.gov.au](mailto:peta.harding@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](mailto:jobs@act.gov.au)**

### **General Inspectorate**

#### **Senior Inspector**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 51515)**

Gazetted: 08 June 2022

Closing Date: 22 June 2022

Details: Do you have highly developed leadership skills? Are you passionate about leading a team to success? If you answered yes to these questions and want to work for an agency that is passionate about work health and safety, continue reading.

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.

We have an exciting permanent vacancy for an experienced and highly organised professional to fill the role of Senior Inspector within our General Inspectorate Team. The Senior Inspector will lead and monitor the daily work and outputs of a team of inspectors who are primarily responsible for compliance and enforcement activities under the WHS Act and its associated legislation.

In this role you will prepare high level written materials and respond to incidents in accordance with WorkSafe ACT's strategic plan and the Agency's annual business plan to promote regulatory excellence for WorkSafe ACT. If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

Eligibility/Other Requirements: 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: Applications from potential candidates should include a supporting pitch of no more than two (2) pages addressing the Skills under 'Ideal Candidate' as listed in the Position Description. Please also ensure you demonstrate your ability to meet the requirements as per the 'Essential Requirements'. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Alford (02) 62054261 Robert.Alford@worksafe.act.gov.au

### **Quality, Coaching and Systems**

#### **Assistant Director, Capability and Training**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 54237)**

Gazetted: 08 June 2022

Closing Date: 22 June 2022

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

We have a permanent vacancy for a motivated and highly organised professional to fill the role of Assistant Director (Capability and Training) within our Quality, Coaching and Systems team. The Assistant Director will work closely with the Director, Compliance and Enforcement, and take ownership for facilitating of the training deliverables for WorkSafe ACT Inspectors.

The successful candidate will have well developed communication skills and will play an important role leading the team and the continuing development of our training processes. The role will be responsible for overseeing the development and implementation of a strategy to support the rollout of WorkSafe ACT's Capability Framework, including managing and undertaking research and analysis to ensure its effective delivery.

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

Note: 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 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.

How to Apply: Applications from potential candidates should include a supporting pitch of no more than two (2) pages addressing the Skills under 'Ideal Candidate' as listed in the Position Description. Please also ensure you demonstrate your ability to meet the requirements as per the 'Essential Requirements'. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matt Davis (02) 6205 2618 matte.davis@worksafe.act.gov.au

## **APPOINTMENTS**

### **ACT Audit Office**

#### **Auditor/Senior Auditor \$67,770 - \$110,810**

Linh Vu, Section 68(1), 6 June 2022

### **ACT Health**

#### **Registered Nurse Level 4.3 \$147,398**

Naomi Mahon, Section 68(1), 6 June 2022

### **Canberra Health Services**

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

Trisha Benavidez, Section 68(1), 2 June 2022

**Administrative Services Officer Class 2/3 \$59,813 - \$72,935**

Donna Brooke, Section 68(1), 1 June 2022

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

Lillian Chipangura, Section 68(1), 9 June 2022

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

Nicola Clarke, Section 68(1), 9 June 2022

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

Anne-Marie Crowe, Section 68(1), 6 June 2022

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

Anuva Dhungana, Section 68(1), 9 June 2022

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

Ma Corazon Gallana, Section 68(1), 28 May 2022

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

Rony George, Section 68(1), 9 June 2022

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

Rebecca Giles, Section 68(1), 2 June 2022

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

Joshua Gould, Section 68(1), 30 May 2022

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

Taylor Harris, Section 68(1), 6 June 2022

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

Alexandra Hogbin, Section 68(1), 6 June 2022

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

Chinchu Kalathurathu Chacko, Section 68(1), 9 June 2022

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

Philippa Kim, Section 68(1), 26 May 2022

**Registered Nurse Level 1 \$72,698 - \$97,112**

Pooja Lama, Section 68(1), 9 June 2022

**Registered Nurse Level 5.3 \$147,398**

Alan Merritt, Section 68(1), 7 June 2022

**Administrative Services Officer Class 2/3 \$59,813 - \$72,935**

Jack O'Brien, Section 68(1), 1 June 2022

**Registered Nurse Level 1 \$72,698 - \$97,112**

Neethu Paulose, Section 68(1), 9 June 2022

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

Manisha Ranjit, Section 68(1), 9 June 2022

**Enrolled Nurse Level 1 \$65,056 - \$69,505**

Riya Rayamajhi, Section 68(1), 9 June 2022

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

Tatiana Ronbog De Matos, Section 68(1), 9 June 2022

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Muhammad Samani, Section 68(1), 1 June 2022

**Health Service Officer Level 3 \$54,613 - \$56,388 (Retention Point CHS Only \$56,483-\$61,166)**

Ivan Stavreski, Section 68(1), 6 June 2022

**Enrolled Nurse Level 1 \$65,056 - \$69,505**

PADMAKANTHI PRIYADAR SURAWEEA ARACHCHIGE, Section 68(1), 10 June 2022

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

Emily William, Section 68(1), 8 June 2022

**Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812**

Grant Howard, Section 68(1), 20 June 2022

**Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812**

Karyn Cuthbert: 86264495, Section 68(1), 19 May 2022

**Canberra Institute of Technology**

**Teacher Level 1 \$79,598 - \$106,208**

Vanessa Woodward, Section 68(1), 1 June 2022

**Chief Minister, Treasury and Economic Development**

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

Melanie Angel, Section 68(1), 7 June 2022

**Administrative Services Officer Class 2 \$59,813 - \$66,047**

Benjamin Corbett, Section 68(1), 6 June 2022

**Professional Officer Class 1 \$63,614 - \$88,207**

Arlo Hook, Section 68(1), 7 June 2022

**Senior Officer Grade A \$155,107**

Ujjwal Kumar, Section 68(1), 2 June 2022

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

AMRITPAL SINGH, Section 68(1), 6 June 2022

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

Jungang Wang, Section 68(1), 8 June 2022

**Community Services**

**Child and Youth Protection Professional Level 1 \$72,526 - \$90,904**

Arielle Castles, Section 68(1), 1 June 2022

**Administrative Services Officer Class 2 \$59,813 - \$66,047**

Jared Gorman, Section 68(1), 24 May 2022

**Child and Youth Protection Professional Level 1 \$72,526 - \$90,904**

Isabella McDonald, Section 68(1), 1 June 2022

**Child and Youth Protection Professional Level 1 \$72,526 - \$90,904**

Samantha Ncube, Section 68(1), 2 June 2022

**Child and Youth Protection Professional Level 1 \$72,526 - \$90,904**

Jaslin O'Connell, Section 68(1), 1 June 2022

**Child and Youth Protection Professional Level 1 \$72,526 - \$90,904**

Angel Zhang, Section 68(1), 1 June 2022

**Director of Public Prosecutions**

**Prosecutor Grade 1 - 2 \$81,709 - \$127,728**

Emma Bayliss, Section 68(1), 6 June 2022

**Education**

**Senior Officer Grade C \$113,397 - \$122,062**

Jennifer Lewis, Section 68(1), 4 June 2022

**School Assistant 2/3 \$50,861 - \$62,020**

Roberto Thomas, Section 68(1), 7 June 2022

**Major Projects Canberra**

**Infrastructure Officer 4 \$134,705 - \$153,043**

Martin Edgoose, Section 68(1), 9 June 2022

**Transport Canberra and City Services**

**Capital Linen Service Band 1 \$50,322 - \$52,340**

Gurpreet Kaur Batth, Section 68(1), 9 June 2022

**Capital Linen Service Band 1 \$50,322 - \$52,340**

Justin Bromilow, Section 68(1), 9 June 2022

**General Service Officer Level 5 \$58,918 - \$62,023**

Robert Butt, Section 68(1), 3 June 2022

**General Service Officer Level 3/4 \$53,149 - \$58,041**

Salvatore Caruso, Section 68(1), 31 May 2022

**Senior Officer Grade A \$155,107**

Luke Garrett, Section 68(1), 1 June 2022

**Infrastructure Officer 3 \$113,659 - \$124,766**

Ilija Kovacevic, Section 68(1), 31 May 2022



**Capital Linen Service Band 1 \$50,322 - \$52,340**

Lijian Liang, Section 68(1), 9 June 2022

**Capital Linen Service Band 1 \$50,322 - \$52,340**

Yao Xiong Lin, Section 68(1), 9 June 2022

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

Bronwyn Meek, Section 68(1), 1 June 2022

**Capital Linen Service Band 1 \$50,322 - \$52,340**

Lloyd Motsi, Section 68(1), 9 June 2022

**Technical Officer Level 4 \$90,099 - \$103,117**

Alicia Newman, Section 68(1), 31 May 2022

**General Service Officer Level 3/4 \$53,149 - \$58,041**

Bradley Potter, Section 68(1), 3 June 2022

**Capital Linen Service Band 1 \$50,322 - \$52,340**

Shilpa Dayananda Prabhu, Section 68(1), 9 June 2022

**General Service Officer Level 3/4 \$53,149 - \$58,041**

Muhammad Saeed, Section 68(1), 2 June 2022

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

Carolayn Sierra Herrera, Section 68(1), 9 June 2022

**General Service Officer Level 3/4 \$53,149 - \$58,041**

Claire Smith, Section 68(1), 20 June 2022

**General Service Officer Level 3/4 \$53,149 - \$58,041**

Jordan Speight, Section 68(1), 31 May 2022

**Capital Linen Service Band 1 \$50,322 - \$52,340**

Rupa Thingh, Section 68(1), 9 June 2022

**Capital Linen Service Band 1 \$50,322 - \$52,340**

Uden Tshomo, Section 68(1), 9 June 2022

**General Service Officer Level 3/4 \$53,149 - \$58,041**

Bernie Wai Ho To, Section 68(1), 3 June 2022

**Capital Linen Service Band 1 \$50,322 - \$52,340**

Phub Wangmo, Section 68(1), 9 June 2022

**Worksafe ACT**

**Regulatory Inspector 6 (WorkCover Officer 6) \$90,099 - \$103,117**

Trent Furminger, Section 68(1), 6 June 2022

## TRANSFERS

### Canberra Health Services

#### **Mincy Bhasi**

From: Registered Nurse Level 1 \$71,730 - \$95,818  
Canberra Health Services  
To: Registered Nurse Level 1 \$71,730 - \$95,818  
Canberra Health Services, Canberra (PN. 56928)

#### **Stepanie Burvill**

From: Health Professional Level 4 \$114,928 - \$123,710  
Canberra Health Services  
To: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN. 24285) (Gazetted 10 May 2022)

#### **David Robertson**

From: Administrative Services Officer Class 2/3 \$67,770 - \$72,935  
Canberra Health Services  
To: Administrative Services Officer Class 3 \$67,770 - \$72,935  
Canberra Health Services, Canberra (PN. 57101) (Gazetted 5 April 2022)

#### **Maureen Todkill**

From: Registered Nurse Level 2 \$99,612 - \$105,575  
Canberra Health Services  
To: Registered Midwife Level 2 \$99,612 - \$105,575  
Canberra Health Services, Canberra (PN. 24587) (Gazetted 25 March 2022)

### Chief Minister, Treasury and Economic Development

#### **Dannielle Benning**

From: Administrative Services Officer Class 4 \$82,566  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 4 \$76,255 - \$82,566  
Chief Minister, Treasury and Economic Development, Canberra (PN. 35367) (Gazetted 16 May 2022)

#### **Christopher Elliott**

From: Information Technology Officer Class 1 \$72,935 - \$83,023  
Chief Minister, Treasury and Economic Development  
To: Information Technology Officer Class 1 \$72,935 - \$83,023  
Chief Minister, Treasury and Economic Development, Canberra (PN. 14377) (Gazetted 16 September 2021)

#### **Megan Moriarty**

From: Senior Officer Grade B \$133,552  
Education  
To: Senior Officer Grade B \$133,552 - \$150,347  
Chief Minister, Treasury and Economic Development, Canberra (PN. 15286) (Gazetted 15 March 2022)

### Education

#### **Deborah Vivian-Martens**

From: school Leader A \$186,748  
Education  
To: School Leader A 2 \$186,748

Education, Canberra (PN. 37903) (Gazetted 21 March 2022)

**Environment, Planning and Sustainable Development**

**Lisa Sampson**

From: Senior Officer Grade B \$150,347

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 41872) (Gazetted 11 October 2021)

**Transport Canberra and City Services**

**Maria Batzogiannis**

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

Justice and Community Safety

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

Transport Canberra and City Services, Canberra (PN. 52136) (Gazetted 27 October 2022)

**PROMOTIONS**

**ACT Health**

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

**Health Protection Service**

**Communicable Disease Control/Immunisation**

**Adam Costello**

From: Technical Officer Level 1 \$61,765 - \$64,757

Canberra Health Services

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

ACT Health, Canberra (PN. 49530) (Gazetted 5 January 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Mental Health and Suicide Prevention Division**

**Mental Health Policy and Strategy**

**Monica Upward-Garcia**

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

ACT Health

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

ACT Health, Canberra (PN. 53242) (Gazetted 23 March 2022)

**Canberra Health Services**

**Sara Andrews**

From: Health Professional Level 2 \$99,612 - \$105,575

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 02809) (Gazetted 17 March 2022)

**Canberra Health Services**

**Ben Flood**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 41960) (Gazetted 15 November 2022)

**Julie Harisson**

From: Health Professional Level 2 \$99,612 - \$105,575

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 56789) (Gazetted 23 July 2021)

**Canberra Health Services**

**Ramanjeet Kaur Kang**

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. 22686) (Gazetted 30 March 2022)

**Jacintha MAVUNKAL JAMES**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 21144) (Gazetted 14 April 2022)

**Leanne Muir**

From: Registered Nurse Level 4.1 \$129,103

Canberra Health Services

To: †Registered Nurse Level 4.3 \$147,398

Canberra Health Services, Canberra (PN. 35849) (Gazetted 7 April 2022)

**Melissa Williams**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22285) (Gazetted 14 April 2022)

**Chief Minister, Treasury and Economic Development**

**Access Canberra**

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

**Complaints Management Team**

**Diana Busek**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 57382) (Gazetted 28 February 2022)

**Access Canberra**

**Transport Licensing**

**Business Support**

**Adam Hudina**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 02854) (Gazetted 8 February 2022)

**Shared Services**

**Finance Services**

**Finance Operations**

**Louise Johnson**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 28905) (Gazetted 4 March 2022)

**Revenue Management**

**Operations**

**Madison Kennedy-Daley**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 57694) (Gazetted 1 March 2022)

**Economic Development**

**National Arboretum and Stromlo Forest Park**

**Jaydon O'Donoghue**

From: General Service Officer Level 2 \$50,247 - \$52,074

Chief Minister, Treasury and Economic Development

To: General Service Officer Level 3 \$53,149 - \$55,129

Chief Minister, Treasury and Economic Development, Canberra (PN. 57684) (Gazetted )

This promotion is made in accordance with Section C6.3.1 of the Infrastructure Services Enterprise Agreement 2021-2022

**Access Canberra**

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

**Complaints Management Team**

**Nicole Wynants**

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. 42698) (Gazetted 27 April 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Community Services**

**Housing ACT**

**Client Services**

**Tenant Experience**

**Bianca Alt**

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

Community Services

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

Community Services, Canberra (PN. 06920) (Gazetted 11 November 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Children, Youth and Families**

**Child and Family Centres**

**Megan Daley**

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

Community Services

To: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)  
Community Services, Canberra (PN. 33362) (Gazetted 12 April 2022)

**Housing ACT**

**Infrastructure and Contracts**

**Infrastructure Delivery**

**Souha El-Husseini**

From: Infrastructure Officer 4 \$134,705 - \$153,043

Major Projects Canberra

To: †Infrastructure Manager/Specialist 1 \$172,791

Community Services, Canberra (PN. 57260) (Gazetted 12 April 2022)

**Housing ACT**

**Client Services**

**Tenant Experience**

**Rhonda Stokker**

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

Community Services

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

Community Services, Canberra (PN. 37484) (Gazetted 21 July 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Education**

**School Performance and Improvement**

**Belconnen Network**

**Miles Franklin Primary School**

**Rebecca Rizzo**

From: Classroom Teacher \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 16946) (Gazetted 29 March 2022)

**Environment, Planning and Sustainable Development**

**Parks and Conservation Service**

**Projects Planning and Capital Works**

**Rebecca Blundell**

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

Environment, Planning and Sustainable Development

To: †Infrastructure Officer 4 \$134,705 - \$153,043

Environment, Planning and Sustainable Development, Canberra (PN. 25340) (Gazetted 16 March 2022)

**Planning and Urban Policy**

**Building Reform**

**Anthony Burton**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 53678) (Gazetted 11 October 2021)

**Planning and Urban Policy**

**Building Reform**

**Sarah Crisp**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510  
Environment, Planning and Sustainable Development  
To: †Senior Officer Grade C \$113,397 - \$122,062  
Environment, Planning and Sustainable Development, Canberra (PN. 53677) (Gazetted 11 October 2021)

### **Justice and Community Safety**

#### **ACT Emergency Services Agency**

##### **Commissioner's Office**

##### **Agency Collaboration**

##### **Natasha-Eloise Andrade**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510  
Justice and Community Safety  
To: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Justice and Community Safety, Canberra (PN. 34225) (Gazetted 2 September 2022)

#### **ACT Corrective Services**

##### **Community Corrections**

##### **Community Corrections**

##### **Katerina Bouzas**

From: Administrative Services Officer Class 4 \$75,239 - \$81,466  
Justice and Community Safety  
To: †Administrative Services Officer Class 6 \$90,099 - \$103,117  
Justice and Community Safety, Canberra (PN. 56633) (Gazetted 21 March 2022)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

#### **ACT Courts and Tribunals**

##### **Coroner's court**

##### **Registry operations**

##### **Reshma Jhunjunwala**

From: Administrative Services Officer Class 3 \$67,770 - \$72,935  
Justice and Community Safety  
To: Administrative Services Officer Class 5 \$83,620 - \$88,510  
Justice and Community Safety, Canberra (PN. 42000) (Gazetted 13 December 2021)

### **Major Projects Canberra**

#### **Infrastructure Delivery Partners**

##### **Civil**

##### **Haytham Alaiek**

From: Infrastructure Officer 1 \$74,782 - \$88,358  
Major Projects Canberra  
To: Infrastructure Officer 2 \$90,210 - \$103,785  
Major Projects Canberra, Canberra (PN. 56627) (Gazetted 4 March 2022)

### **Suburban Land Agency**

#### **Program Solutions**

##### **Sales and Client Services**

##### **Emily Fearne**

From: Administrative Services Officer Class 4 \$75,239 - \$81,466  
Suburban Land Agency

To: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Suburban Land Agency, Canberra (PN. 57098) (Gazetted 31 March 2022)

**Transport Canberra and City Services**

**City Services**

**Kathleen Bolger**

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

Environment, Planning and Sustainable Development

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

Transport Canberra and City Services, Canberra (PN. 41426) (Gazetted 18 March 2022)

**Chief Operating Office**

**Governance and Ministerial Services**

**Boards and Committees**

**Jadranka Lulic**

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

Environment, Planning and Sustainable Development

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

Transport Canberra and City Services, Canberra (PN. 35636) (Gazetted 29 April 2022)