



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 01 September 2022**

## VACANCIES

### ACT Electoral 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)

#### **Electoral Commissioner**

##### **Full-Time Statutory Office Holder, Remuneration Tribunal, Determination 3, Canberra (PN:02308)**

Gazette Date: 2 September 2022

Closing Date: 16 September 2022

The ACT Electoral Commission is an independent statutory authority established under the *Electoral Act 1992*, with responsibility for the conduct of elections and referendums for the ACT Legislative Assembly and for the provision of electoral advice and services. It comprises a part-time Chairperson, the full-time Electoral Commissioner and a part-time Member. The members of the Commission are officers of the Legislative Assembly, statutorily independent from executive government. As Chief Executive Officer, the Electoral Commissioner leads and manages the authority's operations under the strategic governance of the Commission. The Electoral Commissioner serves in a dual capacity as both a member of the Commission and as a statutory office holder with independent powers and functions under the Electoral Act and other legislation. These include responsibility for the majority of procedures relating to the conduct of ACT Legislative Assembly elections; maintenance of the ACT electoral roll (in partnership with the Australian Electoral Commission); registration of political parties; and administering the election funding, expenditure and financial disclosure scheme. The Commissioner is supported by a small team of full-time staff, with the assistance of additional seconded and casual staff during election periods. To be successful in this critical and challenging role, you will have sound emotional intelligence, be results driven, have exceptional judgement and integrity, be highly collaborative and have a demonstrable ability to work with diverse stakeholders and communities. You will be highly agile and be able to deliver outcomes in a dynamic and complex operating environment; in particular you must be highly experienced in delivering quality outcomes within the context of immutable deadlines. You will have experience leading complex and diverse projects and programs, facilitating cooperation and partnerships, and embracing and driving change effectively within a client-centred service environment. You will be accustomed to, and embrace, high levels of scrutiny over your work and therefore will be dedicated to professionalism, agility, quality, learning lessons and implementing effective assurance strategies. To be eligible, individuals must have extensive knowledge of and experience in electoral systems or management or public administration and not have been at any time in the previous 10 years, a member of the Legislative Assembly, the Parliament of the Commonwealth or the legislature of a State or another Territory. A person who is or has been a member of a political party at any time in the last 5 years is also not eligible for appointment. The next Legislative Assembly election is due to be held in October 2024.

**Remuneration:** Please refer to the Remuneration Tribunal's, Determination 3 for advice on pay and conditions.

**How to apply?** Before applying, please obtain selection documentation from the Executive Intelligence Group vacancies page [www.executiveintelligencegroup.com.au](http://www.executiveintelligencegroup.com.au) Ref. No. 821. If, after reading the selection documentation, you require further information please contact Tricia Searson or Karina Duffey at Executive Intelligence Group on (02) 6232 2200. Applications close: 5.00pm AEST Friday 16 September 2022

### 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>

**Executive Branch Manager, Local Hospital Network (LHN) Commissioning  
Temporary Vacancy (17 October 2022 to 13 January 2023 with possibility of extension)**

**ACT Health Directorate**

**Health System Planning and Evaluation (HSPE)**

**Position: E1086**

**(Remuneration equivalent to Executive Level 1.4)**

The Health System Planning and Evaluation Division (HSPE) is focused on designing and facilitating delivery of an integrated and holistic public health service system that meets community needs.

The position of Executive Branch Manager, Local Hospital Network (LHN) Commissioning contributes to improving public hospital services in the ACT and to ensuring value for money from contracted service providers in the LHN. The Branch supports the Directorate's management of the ACT LHN and has been tasked with the development of improved LHN governance arrangements. The Branch is also responsible, more broadly, for providing advice on the performance of hospital and health service providers in the ACT LHN against the LHN's key performance indicators (KPIs), and monitors and reports on, notably, emergency department and elective surgery service delivery.

The Branch also manages the Territory's contract with Calvary Health Care ACT Limited, for the provision of public hospital and other health care services through Calvary Public Hospital Bruce and Clare Holland House Hospice. This includes:

- Contract governance;
- Negotiation of funding and activity requirements; and
- Performance monitoring and reporting, with a strong focus on improving public hospital services.

LHN Commissioning is also managing the development of Activity Based Management (ABM) in the ACT, incorporating development of an Activity Based Funding (ABF) model that will underpin the distribution of funding to the public hospitals in the ACT LHN.

The role requires capacity to build strong relationships, meet Government and ACT Health priorities, deal with complex matters within tight deadlines, and have a strong commitment to providing high quality and sustainable population health services and programs in accordance with the ACT Public Service values.

**To apply:** Provide your curriculum vitae, a one-page application aligned to the position's Executive Capabilities that address why you are the best person for this role plus the contact details for two referee by email to [Jacinta.George@act.gov.au](mailto:Jacinta.George@act.gov.au) by **COB Thursday 15 September 2022**.

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

**Remuneration:** The position attracts a remuneration package ranging from **\$266,764 - \$277,429** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$237,008**.

**Contact Officer:** Jacinta George (02) 5124 9699 [Jacinta.George@act.gov.au](mailto:Jacinta.George@act.gov.au)

**ACT Health**

**Population Health**

**Health Protection Services / Business Management Services**

**Administration Officer**

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 52840)**

Gazetted: 07 September 2022

Closing Date: 21 September 2022

**Details:** Do you have a passion to support the ACT community, high attention to detail and strong customer service skills? The Business Management Services is a small team of Administrative Officers that provide critical support to each of the business units of the Health Protection Service. The team provides frontline customer service and assists the public to receive responses to their enquiries, and to apply for the various licences, permits, registrations and approvals. This role is required to maintain a high-level of confidentiality, follow procedures accurately, and to exercise sound judgement.

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/Requirements**

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

**Notes:** This is a temporary position available immediately for 12 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.

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

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

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

## **Corporate and Governance**

### **Strategic Finance**

#### **Financial and Management Reporting**

##### **Director – Financial Reporting**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 38991)**

Gazetted: 07 September 2022

Closing Date: 21 September 2022

**Details:** The Financial Reporting Team provides strategic financial support to the Directorate through effective, efficient and accurate financial policy advice and financial reporting. The Director - Financial Reporting will lead financial reporting functions with particular focus on Financial Statements, Ledger Management, Tax Management and other Internal and External Statutory Financial Reporting requirements.

Under the broad direction from the Senior Director the Director will:

Lead the Directorates financial reporting processes, both internal and external in compliance with accounting standards and ACT Government accounting policies and framework.

Lead the preparation of the Directorate's annual financial statements and other statutory reports.

Manage the monthly Treasury workbook process, preparation of quarterly Management Discussion and Analysis and be the key contact for financial reporting with Treasury.

Lead the month-end and year-end financial accounting processes with a particular focus on ledger management, accounting compliance and controls.

Provide leadership to the financial reporting team with a commitment to high quality customer service and continues development.

Collaborate with Shared Services, Treasury, and external stakeholders to ensure compliance with statutory accounting and reporting requirements.

Develop financial policies, procedures and guidelines in accordance with the *Financial Management Act 1996* and relevant legislation to strengthen financial management processes.

Effectively use and enhance Financial Information Management Systems to enable better and more accessible financial reporting.

Monitor and analyse resource management and financial performance against objectives, benchmarks and forecasts.

Undertaking complex investigations, research and critical analysis (including financial investigations) to develop accounting advice.

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

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

Qualifications in Accounting, Commerce, Finance or a related field is highly desirable.

Membership of a professional body such as CA or CPA is highly desirable.

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

**How to Apply:** Please provide a curriculum vitae and a two-page statement addressing your suitability for the role based on your Skills, Qualifications, and Experience in relation to the duties/responsibilities and Selection Criteria listed in the Position Description.

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

Contact Officer: Sasith Wickramasinghe (02) 5124 9645 Sasith.Wickramasinghe@act.gov.au

## **Policy, Partnerships and Programs**

### **Branch Support Officer**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 57636)**

Gazetted: 06 September 2022

Closing Date: 20 September 2022

**Details:** The Branch Support Officer in the team reports to the Director, Government Briefing, Analysis and Reporting and is responsible for effective coordination and support services across the team and Data Analytics Branch as a whole.

The position is responsible for preparing documents and assisting with briefings/clearances related to national data committees.

Maintaining liaisons with officers across the ACT Public Service and other organisations to ensure effective coordination and tracking of branch activities by ensuring timely and accurate responses to work functions and requests for information.

Monitoring and managing the flow of all correspondence using branch systems such as Jira and Objective, ensuring tracking systems are in place that ensure that strict deadlines are met.

Providing administrative support to the Branch including records management, preparing meeting papers, managing meeting administration and providing secretariat support.

Being part of a team, which is a central point of contact to internal and external stakeholders for the Branch

Undertaking other duties appropriate to this level of classification which contribute to the operation of the Branch and Government Business team.

The position will be part of a team and as such should have a flexible and helpful approach to assist administratively in the strategic objectives and operational processes required for the Division.

**Eligibility/Other Requirements:**

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

Experience in Jira and/or Objective, or an aptitude for quickly learning new software is highly desirable.

**Notes:** This is a temporary position available until 31 March 2023 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Interested candidates are requested to provide a written pitch (maximum two pages) outlining relevant skills and experience and why they believe they will be suitable for the role. Please also provide a recent curriculum vitae and the contact details of two referees.

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

**Contact Officer:** Rajvir Kaur (02) 5124 6722 [Rajvir.Kaur@act.gov.au](mailto:Rajvir.Kaur@act.gov.au)

## **Population Health Division**

### **Health Protection Service**

#### **Public Health Regulation and Projects**

#### **Senior Policy Officer – Public Health Regulation and Projects**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 51791)**

Gazetted: 06 September 2022

Closing Date: 20 September 2022

**Details:** The Public Health Regulation and Projects (PHRaP) section of the Health Protection Service is seeking a Senior Policy Officer to contribute to the development, implementation and evaluation of public health policy and regulation.

The ideal candidate will have well-developed communication skills, analytical skills, an understanding of harm reduction principles and public health.

PHRaP is looking for an experienced policy officer to contribute to the development, implementation and evaluation of public health policy and regulation. PHRaP offers the opportunity to work within a dynamic team of policy and regulatory experts on a wide range of public health priorities such as food safety, medicines and poisons regulation, domestic squalor, radiation safety and tobacco control.

The advertised role will have a strong focus on vaccine management and immunisation programs. In coordination with the Vaccine Management Unit (VMU), the successful candidate will develop and implement reforms in relation to the ACTHD's vaccine management service delivery, data and governance procedures. The successful candidate will also provide support to work associated with commissioning NGOs who provide service for people with Sexually Transmitted Diseases or Blood Born Viruses (STIBBV).

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/Requirements**

Tertiary qualifications (or equivalent) in Public Health, Science and/or Health related field and, Previous experience in public health policy or regulatory policy are highly desirable.

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

**Notes:** This is a temporary position available immediately until 31 August 2023.

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

**How to Apply:** Please submit a maximum two-page application providing examples demonstrating your suitability against the Skills, Knowledge and Behavioural Requirements for this role outlined in the position description.

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

Contact Officer: Simon Waters (02) 5124 1700 Simon.Waters@act.gov.au

**Digital Solution Division**

**Technology Operations**

**Medication Systems Hub**

**Chief Pharmacy Information Officer | Senior Director**

**Pharmacist Level 6 \$168,863, Canberra (PN: 41265)**

Gazetted: 06 September 2022

Closing Date: 20 September 2022

**Details:** 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 services and capabilities across the ACT Health Directorate and Canberra Health Services. The Digital Solutions Division is responsible for the: development, implementation and support of the Digital Health Strategy.

management of technology services and projects

management of the relationship and services delivery by technology vendors including Shared Services ICT development, implementation and maintenance of technology policies and procedures.

ensuring information security.

**Eligibility/Other requirements**

**Mandatory**

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

Tertiary qualifications (or equivalent) in Pharmacy

Registered or eligible to register as a Pharmacist with the Australian Health Practitioner Regulation Authority.

**Highly Desirable**

Minimum of 5 years of previous experience as a Pharmacist in a large acute hospital environment.

**Note:** This is a temporary position available from 18 November 2022 for 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 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 two referees, one of whom is your current manager.

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

Contact Officer: Peter McNiven (02) 6205 3852 Peter.McNiven@act.gov.au

**Health System Planning and Evaluation**

**Operations**

**Community Sector Contracts and Grants Unit**

**Director, Commissioning Health Services in the Community**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 19536)**

Gazetted: 05 September 2022

Closing Date: 15 September 2022

**Details:** The ACT Health Directorate is seeking an experienced leader to lead the Directorate's efforts to change how we partner with the organisations that deliver health services in the community to ensure Canberrans can access the right support, in the right place, at the right time.

This new way of working is called [commissioning for outcomes](#). Ideally, the successful candidate will have experience or understanding of commissioning as an approach to delivering human services and extensive experience in managing organisational change projects and building productive relationships with external stakeholders and with colleagues across government.

You will lead a small team which works closely with different parts of the directorate which are commissioning future services. You and your team will provide tailored support and guidance in diverse fields including project management, capability building, procurement, risk management, quality assurance and executive reporting. You will be responsible for building the directorate's overall capability and capacity as we embed commissioning into our business as usual.

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

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

**How to Apply:** Please submit the following:

A two-page pitch (12 size font, please) that explains your ability to perform the role

A current curriculum vitae which includes details of your work history, qualifications and contact details for two referees.

Your pitch should:

Show that you have the capabilities in the "What you Require" section of the Position Description

Demonstrate your capacity to perform the duties and responsibilities detailed in the "What You Will Do" section of the Position Description, especially examples of how you have done this in the past

Tell the selection panel how your abilities and experience make you the best person for the role.

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

Contact Officer: Jamie Droney (02) 5124 6195 [Jamie.Droney@act.gov.au](mailto:Jamie.Droney@act.gov.au)

## **Population Health**

### **Health Protection Service**

#### **Communicable Disease Control**

##### **Epidemiologist**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 46943)**

Gazetted: 05 September 2022

Closing Date: 19 September 2022

**Details:** ACT Health has a temporary vacancy for an experienced Epidemiologist to join the Communicable Disease Control (CDC) section of Health Protection Service until August 2023. CDC is responsible for a range of functions aimed at minimising the harm caused by the spread of communicable diseases in our community.

CDC comprises of three units Surveillance, Infection Control advice and Immunisation. They work together to provide information, advice and public health measures for notifiable conditions under the ACT Public Health Act 1997. The section is a multidisciplinary team consisting of nurses, epidemiologists, surveillance officers, health professionals and administrative staff. They work in collaboration with the Public Health Medical Team, other areas of Health Protection Service and partners in the health sector.

The successful applicant will need to be experienced in epidemiology, outbreak management and will work with the Surveillance team to provide analysis and reporting on notifiable conditions and work with CDC on emerging issues. Ideally they would have experience in communicable disease notification and transmission and excellent analytic skills. They will support the ACT's input into the national disease management system for notifiable conditions and work to support other staff and students in the team.

**Eligibility/Other requirements:** Tertiary qualifications in Health and or Epidemiology.

**Note:** This is a temporary position available from 2 December 2022 until 31 August 2023. 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 and contact details for two professional referees and a written response to the professional skills and knowledge and behavioural capabilities in the position description of no more than four pages.

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

Contact Officer: Alison Kingsbury (02) 5124 9255 Alison.Kingsbury@act.gov.au

**Infrastructure Communication and Engagement Division**

**Communication and Engagement Branch**

**Strategic Communications**

**Director, Infrastructure Communications and Engagement – Northside Hospital Project**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 52829)**

Gazetted: 02 September 2022

Closing Date: 9 September 2022

**Details:** A Northside Hospital Project Team has been established within ACT Health's Infrastructure Communication and Engagement Division to lead the planning and identification of options to support the delivery of a new Northside Hospital. The team will explore service and infrastructure options that will ensure efficient, high-quality healthcare services are available to residents across Canberra's north and the surrounding region. The Communications and Engagement Director will support the Northside Hospital Project by developing, coordinating and implementing communications, consultation, and engagement activities associated with the project.

As a large health infrastructure project, significant stakeholder engagement will occur across government, with clinicians and the ACT community to ensure appropriate feedback is provided and considered throughout the Project's development. This role is critical in ensuring consistent messaging and communications throughout the ongoing consultation and engagement of the project.

We are looking for an enthusiastic and motivated communication professional with experience in providing communications advice; successfully planning and implementing contemporary engagement strategies; and a strong focus on maintaining effective working relationships with stakeholders at all levels.

The role is suited to someone with excellent communication skills, a can-do attitude, who is self-driven and who contributes to a positive workplace culture and enjoys achieving results.

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

Notes: This is a project based, temporary position available until the 30th of June 2023, with the possibility of extension over 12 months and/or permanency.

Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

Selection may be based on application and referee reports only.

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

**How to Apply:** Please submit a written application of no more than two pages, addressing the Professional / Technical Skills, Knowledge, and Behavioural Capabilities included in the position description, along with your current Curriculum Vitae, listing two referees and their contact details. Applications should be submitted via the Apply Now button below.

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

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

**Health Systems, Policy and Research Group**

**Office of Professional Leadership and Education**

**Office of the Chief Psychiatrist**

**Director, Office of the Chief Psychiatrist**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 56838)**

Gazetted: 05 September 2022

Closing Date: 19 September 2022



**Details:** Expression of interest is invited from a suitably qualified and experienced applicant to play a key leadership role in the ACT Office of the Chief Psychiatrist. This role will be responsible for providing high level strategic advice and operational leadership to enable the Chief Psychiatrist to fulfil his responsibilities. We are looking for someone with a high level of understanding about the provision of involuntary mental health care and fulfilling legislative requirements for mental health treatment, care, and support in accordance with the Mental Health Act 2015. Excellent interpersonal and organizational skills are also critical to engage and consult with stakeholders and lead programs of work to improve the provision of treatment, care or support, rehabilitation and protection for persons who have a mental illness in the ACT. We work collaboratively and value highly our positive workforce culture.

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

**Eligibility/other requirements:**

**Mandatory:**

High level of understanding of and/or experience in the provision of involuntary mental health care and fulfilling legislative requirements for mental health treatment, care, and support.

Proven strong and effective listening, oral and written communication skills, including the ability to liaise and negotiate effectively with a broad range of clinical, non-clinical and consumer stakeholders.

Demonstrated experience of leading a program of work against specified timelines, including the effective coordination of a number of projects simultaneously.

Demonstrated experience to work both collaboratively and independently and exercise initiative, including making appropriate judgments as to when to involve others.

Experience in leading technically competent staff and supporting them to reach their full potential through mentoring and capability building.

**Desired:**

A tertiary qualification in a health-related field and/or experience in providing treatment, care and support to mental health consumers.

**How to apply:** Please submit a current curriculum vitae, contact details of two referees (one being a current supervisor) and a written statement in the form of a pitch of no more than two pages addressing the Selection Criteria. The statement should explain how you have the technical skills, necessary experience, and knowledge to perform in this role.

**Applications should be submitted via the “Apply Now” button below**

Contact Officer: Dinesh Arya (02) 5124 9637 [Dinesh.Arya@act.gov.au](mailto:Dinesh.Arya@act.gov.au)

**Health Systems, Policy and Research**

**Health System Planning and Evaluation**

**Health Service Planning**

**Assistant Director, Health Service Planning**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 20510)**

Gazetted: 02 September 2022

Closing Date: 27 September 2022

**Details:** If you have a passion for healthcare and want to work as part of a dynamic, high achieving, supportive and trusted team to help shape the health system of the future then keep reading!

Our team works collaboratively with clinical services, policy and project teams, non-government and primary health care service providers and consumers to determine future requirements for health service development and redesign to meet the needs of our community. We are looking for a team member who can develop innovative solutions to complex service planning issues, and has strong project management skills. To be successful you will have highly developed negotiation and liaison skills, including the ability to develop effective and ongoing relationships with a range of stakeholder groups. You will have excellent written skills and the ability to produce complex reports and high-level documents. You might be an experienced health service planner or a clinician looking to broaden your skills and knowledge. Or you could be working in academia, policy or epidemiology and want to try something new. If you are proactive, talented and work well in a positive team environment then we invite you to come and work with us!

**Notes:** This is a temporary position until the end of July 2023 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. Applicants wishing to work part time are invited to apply.

**How to Apply:** Please provide a written response addressing the Position Description along with a curriculum vitae.

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

Contact Officer: Alexander Konovalov 0432 857 562 Alexander.Konovalov@act.gov.au

**HSPR**

**OPLE**

**Office of the Chief Nursing and Midwifery Officer**

**Assistant Director of Nursing, Ratios Implementation**

**Registered Nurse Level 4.3 \$149,388, Canberra (PN: 52963)**

Gazetted: 01 September 2022

Closing Date: 19 September 2022

**Details:** Are you a nursing workforce change management extraordinaire? If so, we have the job for you! Join the Office of the Chief Nursing and Midwifery Officer to support the successful implementation of the Nurse/Midwife-to-Patient Ratio Framework across ACT public health services.

This position reports to the Ratios Implementation Manager and is responsible for analytical, administrative and project related tasks as well as assisting the Ratios Implementation Manager and Executive Directors of Midwifery/Nursing within public health services with change management in clinical settings.

In our Office we are busy creating a better working environment for nurses and midwives. We do this through stakeholder collaboration, by being “problem solvers”, by writing persuasive, high quality, and well-informed documents, and by sharing with and caring for our colleagues. It’s important to us that you support our team culture and contribute to maintaining our upbeat momentum.

The Chief Nursing and Midwifery Officer is responsible for the provision of professional and strategic leadership for the nursing and midwifery professionals within the ACT Health Directorate, Canberra Health Services, Calvary Public Hospital Bruce and across the ACT.

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:**

Be registered or eligible for registration with the Nursing and Midwifery Board [Australian Health Practitioner Regulation Agency (AHPRA)] as a Registered Nurse or Registered Midwife.

Have a minimum of five years’ experience working professionally in nursing and/or midwifery management or leadership role.

A postgraduate tertiary qualification in nursing, midwifery or project management is desirable.

As required, ensure compliance to the ACT public health services immunisation requirements.

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

**Notes:** This is a temporary position available immediately until November 2023 with the possibility of extension and/or permanency subject to funding approvals. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Please submit a two-page written pitch addressing the Capabilities listed under ‘What You Require’ in the Position Description along with a current curriculum vitae and contact details of at least two referees, one of which is your current manager.

Shortlisted candidates may be required to submit two written referee reports prior to interview.

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

Contact Officer: Catherine McGrory (02) 512 46296 Catherine.McGrory@act.gov.au

**Digital Solutions Division**

**Technology Operations**

**Cyber security Hub**

**Business Analyst**

**Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 54176)**

Gazetted: 01 September 2022

Closing Date: 15 September 2022

**Details:** The Digital Solutions Division within ACT Health is seeking to recruit motivated and experienced Senior Business Analysts who can be part of a dynamic project team to make a significant contribution to the digital transformational changes underway in our health system.

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.

Under the broad direction of the Senior Project Manager, the Senior Business Analyst is responsible for the provision of documenting requirements in line with the Digital Solutions Division Delivery Frameworks and processes.

To be successful, the Senior Business Analyst must have:

proven conceptual and analytical skills so that the customers business needs are properly interpreted and translated into application and operational requirements

extensive experience preparing requirement models, detailed specifications, and design documentation

excellent communication skills interacting with diverse range of key stakeholders to capture requirements

experience managing traceability requirements, use cases and test planning activities

strong decision-making skills to assess a situation, consider options and select a course of action.

**Note:** This is a temporary position available immediately for 12 months with the possibility of permanency

**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: Hakan Gultekin (02) 5124 9062 [Hakan.Gultekin@act.gov.au](mailto:Hakan.Gultekin@act.gov.au)

### **Calvary Public Hospital Bruce**

#### **Building Trades Assistant**

**Full-time Temporary**

**Closes: 11 September 2022**

**Classification:** Building Trade Assistant

**Salary:** \$76,147 plus superannuation

**Position No:** 502716, several

**Directorate:** [Calvary Health Care ACT \(Public\)](#)

**Advertised (Gazettal date):** 01 September 2022

**Contact Officer:** Darrin Brown on [Darrin.Brown@calvary-act.com.au](mailto:Darrin.Brown@calvary-act.com.au)

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

website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 502716

Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>

Contact Officer: Darrin Brown [Darrin.Brown@calvary-act.com.au](mailto:Darrin.Brown@calvary-act.com.au)

#### **Clinical Development Nurse**

**Full-time Permanent**

**Closes: 11 September 2022**

**Classification:** Registered Nurse level 2

**Salary:** \$100,957 - \$107,000 plus superannuation

**Position No:** 502723, several

**Directorate:** [Calvary Health Care ACT \(Public\)](#)

**Advertised (Gazettal date):** 01 September 2022

**Contact Officer:** Jennifer Cain on [jennifer.cain@calvary-act.com.au](mailto:jennifer.cain@calvary-act.com.au) or (02) 6201 6892

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

website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 502723

Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>

Contact Officer: Jennifer Cain (02) 6201 6892 [jennifer.cain@calvary-act.com.au](mailto:jennifer.cain@calvary-act.com.au)

#### **Health Service Assistants**

**Full-time Permanent**

**Closes: 11 September 2022**

**Classification:** Assistant In Nursing

**Salary:** \$55,927 - \$57,820 plus superannuation

**Position No:** 502685, several

**Directorate:** Calvary Health Care ACT (Public)

**Advertised (Gazettal date):** 01 September 2022

**Contact Officer:** Marcia Neilson on [marcia.neilson@calvary-act.com.au](mailto:marcia.neilson@calvary-act.com.au) or (02) 6201 6439

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 502685

Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>

Contact Officer: Marcia Neilson (02) 6201 6439 [marcia.neilson@calvary-act.com.au](mailto:marcia.neilson@calvary-act.com.au)

**Senior Psychologist**

**Full-time Permanent**

**Closes: 11 September 2022**

**Classification:** Health Professional Level 3

**Salary:** \$110,398 plus superannuation

**Position No:** 600670

**Directorate:** Calvary Health Care ACT (Public)

**Advertised (Gazettal date):** 01 September 2022

**Contact Officer:** Karen Dell on [karen.dell@calvary-act.com.au](mailto:karen.dell@calvary-act.com.au) or 6201 6314

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 502655

Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>

Contact Officer: Karen Dell 6201 6314 [karen.dell@calvary-act.com.au](mailto:karen.dell@calvary-act.com.au)

**Advance Practice Nurse**

**Full-time Permanent**

**Closes: 11 September 2022**

**Classification:** Registered Nurse Level 3

**Salary:** \$115,743 - \$120,506 plus superannuation

**Position No:** LP7494

**Directorate:** Calvary Health Care ACT (Public)

**Advertised (Gazettal date):** 01 September 2022

**Contact Officer:** Ray Hunt on [raymond.hunt@calvary-act.com.au](mailto:raymond.hunt@calvary-act.com.au) or (02) 6264 8956

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 502722

Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>

Contact Officer: Ray Hunt [raymond.hunt@calvary-act.com.au](mailto:raymond.hunt@calvary-act.com.au)

**Canberra Health Services**

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

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

**Allied Health Services**

**Aboriginal and Torres Strait Islander Liaison Officer Team, Mental Health Justice Health Alcohol and Drug Services**

**Aboriginal and Torres Strait Islander Liaison Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 45169 - 025GU)**

Gazetted: 01 September 2022

Closing Date: 26 September 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

Don't miss this exciting opportunity to join Canberra Health Services in the Division of Mental Health Justice Health Alcohol and Drug Service as an Aboriginal and Torres Strait Islander Liaison Officer. This is an opportunity to be an integral part of the team supporting and working with clients, their families, as well as staff to provide culturally appropriate and responsive care to Aboriginal and Torres Strait Islander people accessing MHJHADS services.

#### 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 position of Aboriginal and Torres Strait Liaison Officer (ALO), will work collaboratively in a team to provide appropriate consultation, support, liaison, and culturally appropriate and responsive care to Aboriginal and Torres Strait Islander people accessing MHJHADS services.

The ALO will provide support to the participants, their family and carers, through providing cultural assessment, ongoing liaison and collaboration, including with external service providers. All team members are required to undertake professional development, cultural supervision and participate in quality improvement initiatives.

For Aboriginal and Torres Strait Islander employees, CHS offers Aboriginal and Torres Strait Islander Health Workforce Support Network.

#### 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;

Ability to manage confidential and sensitive information;

Ability to apply judgement, critical thinking and common sense.

#### Position Requirements/Qualifications:

- Knowledge of Aboriginal and Torres Strait Islander communities and health issues.
- Current driver licence.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

#### Desirable:

- Be willing to work toward a qualification such as Certificate IV in Mental Health and/or Alcohol or Other Drug skill training qualification (or equivalent).
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is a designated position in accordance with s42, Discrimination Act 1991 and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is mandatory and therefore confirmation may be requested.

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 \(act.gov.au\)](#)
- Contact Officer: Kristie Simpson Kristie Simpson (02) 5124 4137 [Kristie.simpson@act.gov.au](mailto:Kristie.simpson@act.gov.au)

## Medical Services

### ACT Pathology

#### Business Support Officer

#### Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 27056 - 025HW)

Gazetted: 05 September 2022

Closing Date: 21 September 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

#### POSITION OVERVIEW

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

The Business Support Officer is an integral part of the ACT Pathology team working directly to Manager Special Projects and Business Support. This role covers a wide range of business and Executive Office support duties, requiring collaboration with the whole of ACT Pathology team. The role will also be required to undertake a range of support officer duties in relation to project, procurement, business and HR/recruitment.

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)

#### ABOUT YOU

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

#### Behavioural Capabilities

1. Adaptability and flexibility to accommodate change with a solutions focus attitude whilst providing responsive services to meet Executive and stakeholder needs.
2. Strong organisational skills with high attention to detail, initiative and drive.
3. Strong communication skills with demonstrated capability to effectively communicate with a wide range of staff across the organisation and with both internal and external stakeholders.
4. Ability to work effectively independently and within a team.

#### Position Requirements/Qualifications:

##### Mandatory

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

##### Desirable

- Business support, secretariate, word and excel processing skills
- Previous employment within a clinical environment
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Renae Williams (02) 5124 7082 Renae.williams@act.gov.au

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

### **Allied Health Services**

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

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 28971 - 025F3)**

Gazetted: 05 September 2022

Closing Date: 28 September 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

#### **POSITION OVERVIEW**

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.

An exciting opportunity exists for an Aboriginal Liaison Officer (ALO) who is empathetic, enthusiastic and compassionate, to join our team in MHJHADS. The successful applicant will work as part of a collaborative, supportive and multidisciplinary team of health professionals to ensure services are culturally appropriate and accessible to Aboriginal and Torres Strait Islander people accessing MHJHADS services.

This role provides an opportunity to learn the role of the ALO. You will be supported to develop skills to liaise and collaborate with external service providers and you will assist senior ALO's with providing cultural assessment. We value our staff and therefore you will be encouraged and supported to undertake professional development, cultural supervision and participate in quality improvement initiatives.

For Aboriginal and Torres Strait Islander employees, CHS offers Aboriginal and Torres Strait Islander Health Workforce Support Network.

#### **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;

Ability to manage confidential and sensitive information;

Ability to apply judgement, critical thinking and common sense.

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

**Note: This is a designated position in accordance with s42, Discrimination Act 1991 and is only open to**

**Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is mandatory and therefore confirmation may be requested.**

Knowledge of Aboriginal and Torres Strait Islander communities and health issues.

Registration under the ACT Working with Vulnerable People Act 2011

Current driver licence.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

#### **Desirable:**

Willing to work toward a qualification such as Certificate IV in Mental Health and/or Alcohol or Other Drug skill training qualification (or equivalent).

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

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

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

Undergo a pre-employment National Police Check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

#### **WHAT YOU REQUIRE**

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience.

Demonstrated knowledge of Aboriginal and Torres Strait Islander people's health issues.

Demonstrated ability to work with clients that may present with drug, alcohol, mental health, or physical health issues.

Demonstrated ability to provide cultural awareness, with good interpersonal and verbal and written communication skills.

Demonstrated ability to work in a multidisciplinary team. This includes establishing and maintaining working relationships with staff, people, carers, and external service providers.

Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WHS) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

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

Contact Officer: Kristie Simpson (02) 5124 4137 [Kristie.simpson@act.gov.au](mailto:Kristie.simpson@act.gov.au)

#### **Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)**

##### **Child and Adolescent Mental Health Services (CAMHS)**

##### **Administration Services Officer**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 21840 - 025IL)**

Gazetted: 05 September 2022

Closing Date: 12 September 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

#### **POSITION OVERVIEW**

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided a 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:

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)

Territory-wide Mental Health Services (TWMHS)

CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.



The CAMHS Administrative Assistant is responsible for the provision of high-level administrative support to the Operational and Clinical Directors of Child and Adolescent Mental Health Services. Other administrative duties relative to the role include preparing a range of written correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests. It is expected that in this position you will assist in the strategic and operational processes required for the directors to undertake their role. This includes the provision of high-quality customer service to the consumers and staff of MHJHADS Division.

#### **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 Organisation Skills with a high degree of drive.

Management of confidential and sensitive information.

Adaptability and flexibility to accommodate change and provide responsive services to staff and clients.

Teamwork and ability to work collaboratively as part of a management team

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

#### **Desirable:**

Hold a current driver's license.

Experience within a health administration area.

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

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

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

Undergo a pre-employment National Police check.

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))

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

#### **Note:**

The successful candidate will be required to:

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

This position is a permanent, full time ASO4 position available at CAMHS services.

An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.

Appointment to the position may be based on written application and referee reports only.

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

Contact Officer: Norette Leahy (02) 5124 1095 [Norette.leahy@act.gov.au](mailto:Norette.leahy@act.gov.au)

#### **Adult Community Mental Health Services**

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

##### **Team Leader, Mental Health Link Team**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 27587 - 02523)**

Gazetted: 02 September 2022

Closing Date: 16 September 2022

Details: 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 ACMHS has community recovery services teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres. Additionally, ACMHS has an Assertive Community Outreach Service based at Belconnen, an Older Persons Mental Health Community Team based at the University of Canberra hospital, a Mental Health Services Intellectual Disability Team based at Gungahlin and a Mental Health Link Team based at the City.

Within the ACMHS 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 ACMHS model of care aims to improve the responsiveness and diversity of services offered to people. The ACMHS 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 Team Leader, you will be responsible for managing and 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 1, 2 and 3 Levels as well as supervising students.

The position is based at the City Community Health Centre and reports to the ACMHS Senior Manager. 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. MH Link Team Leader position, 6 months temporary contract, with possibility of extension and or permanent appointment.

#### 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 whilst working towards achieving positive outcomes for people who access the service

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

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

#### Position Requirements/Qualifications

##### Mandatory:

##### For Psychology:

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

##### Desirable:

- Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students
- Strong understanding of adult community mental health services with minimum of 5 years post qualification experience.

##### For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia

##### Desirable:

- Strong understanding of adult community mental health services with minimum of 5 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

Desirable:

- Strong understanding of adult community mental health services with minimum of 5 years post qualification experience.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- 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.

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

Contact Officer: Kylie Henson (02) 51241705 [Kylie.Henson@act.gov.au](mailto:Kylie.Henson@act.gov.au)

## **Canberra Health Services**

### **NMPSS**

#### **CHS Chief Executive Officer**

#### **Patient Support Services**

#### **Operations Manager**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 25976, several - 025D8)**

Gazetted: 02 September 2022

Closing Date: 9 September 2022

Details: POSITION OVERVIEW

Two operations manager positions have become available within patient Support services. the Hospital Assistants operations manager position and the Wards persons operations manager position.

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

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

The Operations Manager is responsible to the Director, Patient Support Services (PSS). The primary function of the Operations Manager is to manage the day-to-day operation of sub-section of PSS ensuring that services meet client and organisational needs. There may be operational requirements to undertake the role managing other portfolios within PSS.

#### **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 the successful candidate will have the following attributes:

Strong organisational skills with a high degree of drive.

Strong communication skills and a high attention to detail.

Strong leadership and management skills.

Possess, or capacity to quickly acquire skills, qualifications, and knowledge in the operational setting, conduct preliminary assessments writing or conflict resolution

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

Position Requirements/Qualifications:

- Experience in human resource management, preferably in healthcare or operational setting.

- Tertiary qualifications or equivalent in a health or related discipline is highly desirable.
- Working with Vulnerable people (WWVP)
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies
- 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)

Contact Officer: Joanne keni 51242980 Joanne.Keni@act.gov.au

## **ACT Pathology**

### **Molecular Pathology**

#### **Chief Scientist – Molecular Pathology**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 29039-025AC)**

Gazetted: 01 September 2022

Closing Date: 29 September 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

#### **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 eight other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Molecular Pathology Laboratory within ACT Pathology operates 24hrs/ 7days for the Covid-19 response and provides routine molecular testing Monday to Friday.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

Strong organisational skills with a high degree of drive.

Excellent written and oral communication skills and the ability to liaise with a diverse range of clients.

Ability to work in a team environment.

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

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

Tertiary qualifications in Medical Laboratory Science or other relevant science related field.

Minimum of 3 years' experience working at a Senior Scientist level within a Diagnostic laboratory. Experience with Molecular techniques, preferably in a diagnostic microbiology laboratory would be an advantage

### Position Requirements

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 be available for occasional weekend and after-hours work, including participation in a 24/7 on call roster.

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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

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

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

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Undergo a pre-employment National Police Check.

### HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Simon Newton (02) 51242893 [Simon.Newton@act.gov.au](mailto:Simon.Newton@act.gov.au)

### Medical Services

#### Pharmacy

#### Advanced Training Resident Pharmacist - Critical Care

**Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 58372 - 025DL)**

Gazetted: 01 September 2022

Closing Date: 26 September 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

The Canberra Health Services Pharmacy Department is looking for dynamic and highly motivated pharmacist to undertake the SHPA accredited Advanced Training Residency Pathway for Critical Care at The Canberra Hospital.

The role will be supported with structured training and access to resources for professional development support as well as access to study leave and other staff benefits under the ACT Public Sector Health Professionals

Enterprise Agreement entitlements which can be located from this site:

[Enterprise Agreements | Health \(act.gov.au\)](#)

Construction of a new clinical services building is currently underway to modernise and enhance care for the population across the Territory. The expansion includes a new emergency, surgical and critical healthcare facility at the existing hospital campus.

### POSITION OVERVIEW

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

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

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

The Intensive Care Unit (ICU) is a 36-bed referral unit that services Canberra and the Greater Southern NSW region treating around 2200 patients per annum. The unit has accreditation under the College of Intensive Care Medicine and is a centre of excellence for critical care in Australia.

The position holder will undertake the Society of Hospital Pharmacists Australia (SHPA) accredited Advanced Training Residency (ATR) pathway for Critical Care, which is a structured training program that will support them to progress toward advancing practice and leadership in the field of Critical Care. The Advanced Training Resident will work primarily within the Intensive Care Unit (ICU), to promote quality use of medicines that is safe and cost-effective within Canberra Health Services (CHS). The position holder will provide clinical input under the supervision of the Lead Pharmacist and provide a range of pharmacy services on a rostered basis.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Passion for learning and contributing to great healthcare, so as to achieve the best patient care outcomes possible, with the patient's goals and objectives in mind

Strong organisational skills with a high degree of personal drive and integrity

Developed or emerging leadership skills and motivation with the ability to participate in the department's quality improvement projects, educational programs and research activities

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

##### Mandatory

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

Experience of working professionally as a registered pharmacist in an Australian hospital environment is essential (or in a country where reciprocal arrangements apply with the Australian Pharmaceutical Council Competency Stream Skills Assessment method).

The successful applicant will be appointed to the relevant level 2 or 3 pharmacist position increment based on their qualifications and experience in line with the following criteria:

For a level 2 pharmacist position increment – minimum of 3 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level.

For a level 3 pharmacist position increment – minimum of 4 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Consolidation Level, which may include a post graduate qualification at diploma level or above.

The successful applicant will need to be available for occasional weekend and after-hours work, including on call, working across hospital sites as necessary.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

##### Desirable

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.

**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.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Hamed Lane 5124 2203 hamed.lane@act.gov.au

#### **Cancer Ambulatory Services**

##### **Walk in Centres**

##### **Advanced Practice Nurse**

**Registered Nurse Level 3.1 \$115,743 - \$120,506 , Canberra (PN: 52542, several - 0254X)**

Gazette: 30 August 2022

Closing Date: 13 September 2022

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

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

### **POSITION OVERVIEW**

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**

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 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 5 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 5 years post graduate nursing experience.
- Ability to work across all ACT Walk-in Centres, as directed.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

### **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 a 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.

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

- 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."
- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

**How to Apply:** Applications must be submitted through the e-recruitment system. Applications must include a copy of a current resumé, and

- A response to the selection criteria under “What You Require” in no more than two pages. Where possible include specific relevant examples of your work.

**Contact Officer:** Claire Barrot 0466 860 721

## **Emergency Department**

### **Emergency Department Nurse**

**Registered Nurse Level 1 \$72,698 - \$97,112 , Canberra (PN: 24581, several - 025E2)**

Gazette Date: 30 August 2022

Closing Date: 13 September 2022

Details: Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. We provide acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding regions. More information can be found on the [CHS website](#). 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. Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

**Position Requirements/Qualifications:**

**Mandatory:**

- Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

**Desirable:**

- (a) A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, Or
- (b) A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.
  - The successful applicant will need to be available for a 24-hour roster including weekends and night duty.
  - Have an understanding of how the [National Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role.
  - Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

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

How to apply: Applications must be submitted through the e-recruitment system. Applications must include a copy of a current resumé, and

- A response to the selection criteria under “what you require” in no more than two pages.

Where possible include specific relevant examples of your work.

**Contact Officer:** Jennifer Rochow 0478 302 219 [jennifer.rochow@act.gov.au](mailto:jennifer.rochow@act.gov.au)

## **Clinical Services**

### **Division of Medicine**

#### **Business Manager**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 45317 - 025CW)**

Gazetted: 05 September 2022

Closing Date: 21 September 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

#### POSITION OVERVIEW

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

Reporting to the Executive Director of Medicine the Business Manager will provide support to the Unit Directors in the delivery of all operational functions within their relevant specialties. This will include (but not limited to) overseeing the administrative functions within the department, ensuring all key performance targets are met and standard Operating Procedures are adhered to. The Business Manager will be responsible for ensuring that the appropriate data is available, analysed and presented to support business decision making, forging the gap between financial and business management. The role will provide an increased focus on the delivery of streamlined, efficient services which are managed and benchmarked nationally. These roles will lead on the project management of new models of care and organisational change and on the development of services going forward.

#### 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

High level communications skills, with demonstrated capability to effectively communicate with senior executive staff across the organisation and external stakeholders.

A demonstrated record of achievement in implementing organisational strategies to enhance service delivery and business functions.

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

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

#### Position Requirements/Qualifications:

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

Note: This is a temporary position available for five 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.

Contact Officer: Liza Marando (02) 5124 8382 [liza.marando@act.gov.au](mailto:liza.marando@act.gov.au)

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

#### **New Graduate Occupational Therapist**

**Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 31733, several-02515)**

Gazetted: 01 September 2022

Closing Date: 15 September 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

#### **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)

An exciting opportunity exists to work as a new graduate occupational therapist in Mental Health, Justice Health, and Alcohol and Drug Services (MHJHADS). The successful applicant/s will be employed as a full-time Health Professional Level 1 for 12 months. *Please note the expected start date is February 2023.*

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

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Community Mental Health Services

Justice Health Services

Mental Health Inpatient Services

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

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

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

Ability to manage confidential and sensitive information.

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

Commitment to achieving positive outcomes.

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

##### **Mandatory**

Tertiary qualification (or recognised equivalent) in Occupational Therapy.

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

Current Passenger Vehicles Driver's licence.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

##### **Desirable**

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

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

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

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

#### **Note:**

Depending on the team the position is in, some new graduate occupational therapists may be required to participate in overtime, weekend, after-hours, on call, and/or shift work with a rotating roster.

#### **HOW TO APPLY / OR WANT TO KNOW MORE?**

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

Contact Officer: Rebecca Phillips (02) 5124 1664 [Rebecca.Phillips@act.gov.au](mailto:Rebecca.Phillips@act.gov.au)

## **Community Care Program**

### **Community Nursing**

#### **Enrolled Nurse**

#### **Enrolled Nurse Level 1 \$65,934 - \$70,443, Canberra (PN: 21954 - 025BF)**

Gazetted: 01 September 2022

Closing Date: 19 September 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

This position is a Temporary Part-time evening position on a 5x2 roster of 6 hour shifts (21 hours per week) which include working every second weekend. There is a possibility of a range of extra shifts as well as backfilling for night duty positions. Further options may also be available.

We are a small well established team with a positive can do attitude. Comprehensive training will be provided.

Casual positions may also be available for applicants found suitable.

#### **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 rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Public Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Service values: Reliable, Progressive, Respectful and Kind.

A number of RACS services work collaboratively with the individuals, their 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**

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**

Initiative and enthusiasm for the role.

Well-developed communication and interpersonal skills.

The ability to work autonomously and as part of a multidisciplinary team.

Organisational ability and time management skills.

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

##### **Mandatory**

- Diploma in Nursing.
- Be registered or be eligible for registration as an enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- A current Driver's Licence.
- A minimum of 3 years' experience working professionally as an Enrolled Nurse is preferred. Comprehensive experience is desirable as this position has a high degree of autonomy.
- This position is a Temporary Part time evening position on a 5x2 roster of 6 hours shifts (21 hours per week), which include working every second weekend as well as any Public holiday which falls during usual rostered days. There is a possibility of a range of extra shifts as well as backfilling for night duty positions.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

##### **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 position is a Temporary Part time (21 hours per week) available for 4.5 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.
- Provide the names and contact details of two referees (one being a current Manager)

Contact Officer: Leontine Muis (02) 5124 2900 [Leontine.A.Muis@act.gov.au](mailto:Leontine.A.Muis@act.gov.au)

## Medical Services

### Pharmacy

#### Administration officer

#### Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 57654 - 025ES)

Gazetted: 01 September 2022

Closing Date: 20 September 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

#### 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)

#### About Pharmacy

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

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

#### ABOUT YOU

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

#### Behavioural Capabilities

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

- Strong organisational skills with a high degree of personal drive and integrity
- Be motivated with the ability to participate in the department's quality improvement projects, educational programs and research activities
- Support the shared purpose (culture and values) and strategic direction of the department
- Ability to role model the Pharmacy Department Mission Statement: "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community"

#### Position Requirements/Qualifications:

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

Desirable:

- Certificate IV in administration, business, management, and/or another relevant field

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.
- 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)

Contact Officer: Daniel Lalor (02) 5124 2120 [Daniel.Lalor@act.gov.au](mailto:Daniel.Lalor@act.gov.au)

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

### **Alcohol and Drug Services**

#### **Case Manager, Alcohol and Other Drug Worker/ Intake Worker**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 20213, several - 024K3)**

Gazetted: 01 September 2022

Closing Date: 15 September 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

#### **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](https://www.canberrahealthservices.act.gov.au)

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence-based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate 7 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service, Drug Alcohol Sentencing List and Counselling and Treatment Services. Alcohol and Drug Services provides information, advice, referral, intake, assessment, and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

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

Successful applicants require recent clinical experience, knowledge of AOD sector and issues impacting on this client group, excellent verbal and written communication skills and ability to work as part of a multidisciplinary team.

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

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

Strong organisational skills including excellent written and oral communication.

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

Comply with all the applicable regulatory and legislative requirements set out for such a role.

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

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

- Certificate IV in Alcohol and Other Drug Studies; or a tertiary Qualification with 4 Core competencies in AOD studies or working towards this.
- Previous experience working in AOD services highly desirable.

- 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: There is one permanent and one temporary position until 31 December 2022 available.

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)

Contact Officer: Melissa Wightman (02) 5124 1592 [Melissa.Wightman@act.gov.au](mailto:Melissa.Wightman@act.gov.au)

## **Acute Allied Health Services**

### **Physiotherapy**

#### **HPO3 Cardiorespiratory Physiotherapist**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 28845, several - 025E8)**

Gazetted: 01 September 2022

Closing Date: 19 September 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

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

Acute Allied Health Services (AAHS) Physiotherapy provides services to a range of clients in acute inpatient wards and specialised outpatient settings including but not limited to Pulmonary Rehabilitation, Cardiac Rehabilitation, Heart Function, Respiratory Outpatients and Enhanced Recovery After Surgery programs. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care. Acute physiotherapy inpatient care is delivered across 7 days with extended hours of service provision. Cardiorespiratory HP3s can work in varying inpatient and outpatient areas depending on operational service needs and development requirements.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

Effective communication and interpersonal skills.

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

##### **Mandatory**

- Relevant Tertiary qualifications or equivalent in Physiotherapy and a minimum of three years' experience working professionally in Physiotherapy
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

- The successful applicant will need to be available for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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: These are temporary positions 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.
  - 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 and scope of clinical practice requirements for allied health professionals.
- Contact Officer: Kerry Boyd (02) 5124 2670 / 0421 577709 Kerry.Boyd@act.gov.au

Canberra Health Services

Child and Adolescent Mental Health Services (CAMHS)

CAMHS Acute services

Adolescent Intensive home treatment team

Health Professional Level 3

\$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 50779 - 024WG)

Gazette date: 1 September 2022

Closing Date: 24 August 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

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 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 several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include:

- 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)
- Territory-wide Mental Health Services (TWMHS)



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 who present to TCH Emergency Department.

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

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

1. 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.
2. To be successful in this position, it is expected that the successful candidate will have the following attributes:
3. Ability to work within a multi-disciplinary team and adapt quickly to a busy changing environment.
4. Commitment to achieving positive outcomes for children and young people, their families and/or carers.
5. Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
6. Be flexible, adaptable and comfortable with a changing working environment.

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

##### **Mandatory:**

##### **For Occupational Therapy:**

1. Be registered or eligible for registration with Occupational Therapy Board of Australia
2. Eligibility for professional membership of Occupational Therapy Australia
3. Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service
4. Must hold a current driver's license.

##### **For Psychology:**

1. Be registered or be eligible for general registration with Psychology Board of Australia
2. Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service
3. Must hold a current driver's license.

##### **For Social Work:**

- Degree in Social Work
- Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the Working with Vulnerable People Act 2011
- Must hold a current driver's licence.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#) Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

##### **Highly desirable for all disciplines:**

4. Experience in working with children and young people.

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

5. Undergo a pre-employment Police check.
6. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease.
7. Comply with ACT Health credentialing and scope of clinical practice requirements for registered nurses.

##### **Note:** The successful candidate will be required to:

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



- Be available for weekend and on call work when necessary.
- An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.
- Appointment to this position may be based on written application and referee reports only.

**Contact Officer:** Norette Leahy (02) 5124 1095 [Norette.leahy@act.gov.au](mailto:Norette.leahy@act.gov.au)

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

### **Adult Community Mental Health Services**

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

#### **Clinical Manager**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 22203-025CF)**

Gazetted: 01 September 2022

Closing Date: 15 September 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

#### **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

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing 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.

The position reports to a Team Leader who is based on site in the relevant 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:**

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Social Work:

- Degree in Social Work Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- Registration under the ACT Working with Vulnerable People Act 2011
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

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:**

Hold a current driver's licence

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

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.

Contact officer Erica Campbell (02)5124 4294 [Erica.Campbell@act.gov.au](mailto:Erica.Campbell@act.gov.au)

## Pathology

### Immunoassay

### Pathology

### Laboratory Scientist

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 28605-02560)**

Gazetted: 02 September 2022

Closing Date: 16 September 2022

Details:

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)

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

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

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

### POSITION OVERVIEW

ACT Pathology is a department of Canberra Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital.

ACT Pathology is a division of the Canberra Health Service offering a diagnostic Pathology service to the ACT and surrounding region.

Department of Immunoassay comprises the areas of Serology, Autoimmune Serology and Special Proteins. Services provided include serological testings of viral, bacterial and parasitological diseases, autoantibodies detection of Immunological diseases, allergy testings and special serum protein analysis. A wide range of methodologies including indirect immunofluorescence, ELISA, Chemiluminescent immunoassay, electrophoresis, immunofixation and isoelectric focussing are utilised. Instrumentation includes the Abbott Alinity c and i analysers,

BioMerieux Vidas, DiaSorin LiaisonXL, Dynex DS2 EIA analyser, Phadia 250, Helena SPIFE 3000, Werfen BioFlash, Euroimmun EuroBlot one, AbacuDx DSRie and Image Navigator System.

The laboratory operates Monday to Friday 8:30am to 5:00pm at The Canberra Hospital to provide diagnostic testings for both in-patient and out-patient of The Canberra Hospital and the Calvary Hospital.

Under supervision, the successful applicant will be required to perform instrument maintenance and troubleshooting, monitor Quality Control programs, and process patient samples for all areas in Immunoassay Laboratory at The 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 LGBTQIA+ are particularly encouraged to apply.

#### **Behavioural Capabilities**

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

Evaluation skills for reviewing quality control and assessing new techniques

Good written and oral communication skills

Ability to work efficiently and communicate effectively in a team environment.

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

##### **Mandatory**

A Science Degree or equivalent relevant qualifications and a minimum of one years' experience working professionally in a diagnostic laboratory.

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

##### **Desirable**

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

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

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

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

#### **HOW TO APPLY / OR WANT TO KNOW MORE?**

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

Contact Officer: Candice Li (02) 5124 2846 [Candice.Li@act.gov.au](mailto:Candice.Li@act.gov.au)

#### **People and Culture**

#### **Campus Modernisation**

#### **Workforce Project Manager**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57221-0258W)**

Gazetted: 06 September 2022

Closing Date: 20 September 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

#### **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)

Are you looking for an exciting opportunity to both demonstrate and further develop your Human Resources skills?

The newly created position of the Workforce Project Manager, could be the role for you. This role will provide a fantastic opportunity to contribute and participate in the largest healthcare infrastructure project undertaken in the ACT Territory's history.

Within the Canberra Hospital Expansion Project, the Critical Services Building (CSB) is a 43,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. It represents the largest clinical and operational change program to ever be implemented by Canberra Health Services (CHS).

The Workforce Project Manager will report to the Senior Director Workforce Strategy, Campus Modernisation and is member of the People and Culture Division within CHS.

The role will be working on signification transformation program within the Canberra Hospital Expansion Project - the new Critical Services Building (CSB). The CSB is a 40,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. The CSB is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services (CHS).

The Workforce Project Manager will work closely with the multi-disciplinary project team (Campus Modernisation), the People and Culture Division and more broadly across Canberra Health 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**

Ability to manage competing priorities efficiently.

- Well-developed interpersonal and communication skills including strong stakeholder management skills.
- Ability to foster and promote change and organisational development strategies and initiatives – a 'can-do' attitude.
- Good attention to detail and demonstrated problem solving abilities.

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

##### **Mandatory**

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

##### **Desirable**

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

**Note:** This is a temporary position for three 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.

#### **HOW TO APPLY / OR WANT TO KNOW MORE?**

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

Contact Officer: Ceinwyn Whittaker 0408231567 Ceinwyn.Whittaker@act.gov.au

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

#### **Community Health Programs**

#### **Administrative Service Officer**

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 28378 - 025JS)**

Gazetted: 07 September 2022

Closing Date: 21 September 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

#### 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 Women, Youth and Children provides a broad range of primary, secondary and tertiary health services to children, young people, families and women in the ACT and surrounding regions. The Division provides family centred, multidisciplinary services at Canberra Hospital and in Community Health Centres, client homes, schools and Child and Family Centres. These services include:

Women's Health Service

Maternal and Child Health Program

School Team – High School Immunisations and Health Checks

Children at Risk Health Unit

Community Paediatric and Child Health 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

Ability to collaborate with team members to share appropriate information to achieve shared goals.

Adaptability to accommodate change and new ideas.

Willingness to go the extra distance in delivering services to our clients.

Position Requirements/Qualifications:

Mandatory

- Ability to type with speed and efficiency.
- Experience in Microsoft applications; Excel, Word and Outlook.
- Hold a current driver's license.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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 part-time position available at (21.63) hours per week 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.
- 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)

Contact Officer: Danielle Treloggen (02) 5124 2776 Contact Officer Number (02) 5124 2776

[Danielle.Treloggen@act.gov.au](mailto:Danielle.Treloggen@act.gov.au)

**Rehabilitation, Aged and Community Services**

**Rehabilitation, Aged and Community Services**

**University of Canberra Hospital wards - Majura, Cotter, Stromlo and Namadgi**

**Registered Nurse Level 2**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 48037, several - 025JX)**

Gazetted: 07 September 2022

Closing Date: 23 September 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

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

The Registered Nurse Level 2 provides leadership and guidance to staff as well as person centred nursing care.

**ABOUT YOU**

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

Behavioural Capabilities

Good leadership and communication skills

Supportive of less experienced staff

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

Position Requirements/Qualifications:

Mandatory

- Relevant Tertiary qualifications and a minimum of 3 years' experience working professionally as a registered nurse.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Peta McDonnell (02) 6142 6767 [Peta.Mcdonnell@act.gov.au](mailto:Peta.Mcdonnell@act.gov.au)

**Infrastructure and Health Support Services**

**Campus Modernisation**

**CSB Training Program Manager**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57220 - 025GQ)**

Gazetted: 07 September 2022

Closing Date: 21 September 2022

Details: 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)

What an exciting new role! Are you interested in and have the relevant skills to fill the position of Training Program Manager in the largest healthcare infrastructure project undertaken in the ACT Territory's history?

The Canberra Hospital Expansion Critical Services Building (CSB) is a 43,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. The CSB is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services (CHS). The CSB integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public throughfare, patient transportation and back of-house logistics distribution. The service profile of the CSB includes:

new reception and retail outlets;

new emergency department with 127 treatment spaces;

medical imaging department dedicated to emergency and inpatients;

an operating theatre complex with 22 theatres, including hybrid theatres and interventional radiology suites;

an acute coronary care unit with interventional cardiac laboratories;

a 60 bed Intensive Care Unit with four dedicated paediatric beds (double the current capacity);

four inpatient units with 128 beds;

a new sterilising services department that will replace the existing service at Mitchell;

a helipad with future provisioning for a second landing site;

ambulance bays;

a Logistics port with an underground tunnel connection to the main campus loading dock; and

significant landscape works to create a new north and south pedestrian link to the new reception and internal upgrades to ground floor of Building 2.

The CSB is designed to provide state-of-the-art facilities for medical practice and will incorporate the latest advances in technology and contemporary hospital design – enabling a patient-centred model of care that will maximise safety, health outcomes, operational efficiency, engineering services.

CHS is responsible for the planning and implementation of the program of Operational Commissioning activities associated with this major infrastructure project. The Operational Commissioning Program is managed by the Campus Modernisation team.

The CSB Training Program Manager will report to the Project Director, CSB Operational Commissioning and will work closely with the broader Campus Modernisation team.

The CSB Training Program Manager will coordinate, develop and implement a training and orientation program for CHS staff, contractors and service providers impacted by the CSB Project. The Training Program will include the full spectrum of training requirements for existing and new CHS staff. It is a critical activity which needs to be completed in a safe and efficient way prior to the relocation of clinical services into the CSB and the milestone of Go Live.

#### **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**

- Being highly motivated with strong organisational and time management skills, working independently as well as part of the team.
- Having strong interpersonal and demonstrated leadership skills, with the ability to communicate and liaise effectively with key stakeholders.
- Being adaptable and flexible to manage changing demands and priorities.

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

##### **Mandatory**

- A minimum of three years' experience in project or program management is mandatory for the role and the following are desirable aspects:
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you



will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

**Desirable**

- Experience in the healthcare industry and change management programs.
- Proficiency in Microsoft Excel and Microsoft Project.
- 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 2.5 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.

Contact Officer: Vanessa Brady 0404 364 949 [Vanessa.Bradley@act.gov.au](mailto:Vanessa.Bradley@act.gov.au)

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

**Territory Wide Mental Health Services**

**Team Leader - HAART - Home Assessment and Acute Response Team**

**Registered Nurse Level 4.1 \$130,846, Canberra (PN: 54916 - 025JP)**

Gazetted: 07 September 2022

Closing Date: 23 September 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

**POSITION OVERVIEW**

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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 consumers. 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 or detention facilities, and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focused and/or harm minimisation approach.

These services include:

- Territory Wide Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services

Home Assessment and Acute Response Team (HAART) and the Police Ambulance Clinician Early Response (PACER) services both fall under the Territory Wide Mental Health Services (TWMHS) portfolio. HAART and PACER provide assessment and intervention for acute mental health presentations. Relevant to this position HAART provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

The Team Leader position is a Monday to Friday 08:30 – 1700 position that is based on site with HAART and supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). Operationally, HAART operates seven days a week from 0800 – 2200. During business hours, the Team Leader provides operational leadership and oversees the operations of the team in line with service objectives, established procedures, and sound governance processes for service delivery decisions.



The Team Leader manages human resources, finances, reporting, and quality and safety compliance, as well as to conduct clinical load reviews and staff allocation, including being the escalation point to address systemic concerns or grievances. The Team Leader provides information to the Senior Manager for TWMHS, who will in turn then report to the Operational Director for TWMHS.

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#### **Behavioural Capabilities**

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

- Leadership qualities in managing and positively influencing teams, processes, and practice improvement in a human services environment to achieve positive outcomes for people accessing the service.
- Ability to lead staff, students and external parties in a collaborative and influential manner.
- Be flexible, adaptable, and comfortable with a changing working environment.
- Competent negotiation and influencing skills in dealing with complex situations.

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

##### **Mandatory:**

- The successful applicant must have a current driver's licence.
- Tertiary qualifications or equivalent in Nursing and current unrestricted registration with the Australian Health Practitioner Regulation Agency (AHPRA) without conditions and a minimum of 3 years' experience working professionally in mental health services.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

##### **Highly Desirable:**

- Mental Health Officer (or willingness to obtain this requirement)
- Post Graduate Qualification in either Mental Health or in Management
- Previous management experience in running mental health care teams

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

- Undergo a pre-employment National Police Check.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Contact Officer: Julie Hanson (02) 5124 1988 [julie.hanson@act.gov.au](mailto:julie.hanson@act.gov.au)

#### **Medical Services**

##### **Imaging Nursing Services**

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

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22499, several- 025HQ)**

Gazetted: 07 September 2022

Closing Date: 21 September 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

#### **POSITION OVERVIEW**

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

The Medical Imaging Department at CHS operates 24 hours, seven days a week, offering a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to

providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

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

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

Ability to work within a multidisciplinary team environment

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

Relevant postgraduate qualifications and a minimum of 4 years' experience working professionally and minimum of 1 year in the specialty of medical imaging is preferred.

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

#### **HOW TO APPLY / OR WANT TO KNOW MORE?**

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

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

#### **Specialised Nursing**

#### **Rehabilitation Care Coordinator**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 14536, several - 025J5)**

Gazetted: 06 September 2022

Closing Date: 20 September 2022

Details: 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 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. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Well-developed leadership skills

Excellent communication skills

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

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

#### Mandatory

- Relevant tertiary qualifications as a Registered Nurse and minimum of 5 years post-qualification experience working professionally in a Tertiary health or rehabilitation service.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

#### 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: There are several positions available, one permanent position and one temporary position available for 11 months with the possibility of permanency.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Katie McKinnon 0422 303 091 [Katie.McKinnon@act.gov.au](mailto:Katie.McKinnon@act.gov.au)

### Acute Allied Health Service

#### Physiotherapy

#### Physiotherapist - Spinal Pain Service and Pain Management Unit

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 42429 - 025G9)**

Gazetted: 05 September 2022

Closing Date: 19 September 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

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

Acute Allied Health Services (AAHS) Physiotherapy provides services to a range of clients in acute inpatient wards and specialised outpatient settings. The HP3 Physiotherapist in PMU and Spinal Pain Services works across 2 clinical settings at the Pain Management Unit at University of Canberra Hospital (0.4 FTE) and the Spinal Pain Service (0.6 FTE) at Belconnen Community Health Centre.

The Spinal Pain Service works closely with the Neurosurgery Service at Canberra Hospital, providing assessments and recommendations for patients referred for specialist opinion. The Pain Management Unit offers predominantly group-based education, assessments and treatment programs, with some individual treatments for patients with complex regional pain syndrome. Both services offer a multidisciplinary service approach. CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

#### Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Effective communication and interpersonal skills.

**Position Requirements/Qualifications:**

**Mandatory**

Relevant Tertiary qualifications or equivalent in Physiotherapy and a minimum of three years' experience working professionally in Physiotherapy

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

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

**Desirable**

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

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

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

Undergo a pre-employment National Police Check.

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

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

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

Contact Officer: Alison Smith 51248705 alison.l.smith@act.gov.au

**Rehabilitation Aged and Community Services**

**Nursing**

**Registered Nurse**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 41899, several - 025EZ)**

Gazetted: 06 September 2022

Closing Date: 22 September 2023

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

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

**POSITION OVERVIEW**

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

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

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,

**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:

Ability to work independently and as part of a multidisciplinary team

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

High level leadership skills

High level communication skills and a strong self-directed learning ethic.

**Position Requirements/Qualifications:**

Relevant nursing qualifications and a minimum of two years' experience working professionally in Acute Geriatrics setting is preferred.

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

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 Safety and Quality Health Service (NSQHS) indicators align with this role.

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

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

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

Bring two referee reports, with one from your current line manager

Undergo a pre-employment National Police Check.

**Note:**

To apply for this position please submit a CV, the names of 2 referees (preferably one to be your current supervisor) and a maximum 2-page application addressing Selection Criteria.

The successful candidates may be selected based on application and referee report only.

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

Contact Officer: Mercy Lukose 0434 674 442 Mercy.Lukose@act.gov.au

**Women Youth and Children**

**Department of Paediatrics**

**Children and Adolescents Behavioural Care Specialist Nurse**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 48163 - 0255L)**

Gazetted: 05 September 2022

Closing Date: 19 September 2022

Details: POSITION OVERVIEW

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

The Paediatric Service at the Centenary Hospital for Women and Children provides coordinated and integrated health services for children and young people, and their families/carers, for medical, surgical, and mental health care, up to the age of 16 years. The care provided is family centred, safe and effective.

The Paediatric Service is an interdisciplinary service comprising medical, nursing, and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

This position works across the Paediatric Service in the Division of Women Youth and Children (WYC) and will report to the WYC Assistant Director of Nursing, Paediatrics and Neonatology.

The Children and Adolescent Behavioural Care Nurse will provide expert knowledge and skills while leading the coordination of mental health, behavioural and wellbeing for children and young people receiving care in the inpatient Paediatric Service. This role will liaise with key stakeholders such as the Child and Adolescent Mental Health Service (CAMHS) and the WYandCCHP School Youth Health Nurses (SYHN) to strengthen the discharge pathway.

**ABOUT YOU**

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**Behavioural Capabilities**

The ability to connect with, build rapport and be understanding with children and adolescents with complex presentations.

Strong organisational skills with a high degree of drive and ability to be adaptable and flexible to accommodate change and provide responsive services to meet client needs.

Highly conscientious and professional ability to work within a multidisciplinary team environment.

Position Requirements/Qualifications:

Relevant previous experience in providing mental health care to children and/or young people, post graduate qualifications in mental health nursing or equivalent field, hold, maintain a current driver's license. and a minimum of five years of professional nursing practice, with at least 12 months of recent practice in an Adolescent health related field is preferred.

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Cleary, Donna 0481 452 565 donna.cleary@act.gov.au

## **MHJHADS**

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

#### **HAART - Home Assessment and Acute Response Team**

##### **Team Leader**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 50104-025JR)**

Gazetted: 06 September 2022

Closing Date: 20 September 2022

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These services include:

- Territory Wide Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services

Home Assessment and Acute Response Team (HAART) and the Police Ambulance Clinician Early Response (PACER) services both fall under the Territory Wide Mental Health Services (TWMHS) portfolio. HAART and PACER provide assessment and intervention for acute mental health presentations. Relevant to this position HAART provides



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

The Team Leader position is a Monday to Friday 08:30 – 1700 position that is based on site with HAART and supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). Operationally, HAART operates seven days a week from 0800 – 2200. During business hours, the Team Leader provides operational leadership and oversees the operations of the team in line with service objectives, established procedures, and sound governance processes for service delivery decisions.

The Team Leader manages human resources, finances, reporting, and quality and safety compliance, as well as to conduct clinical load reviews and staff allocation, including being the escalation point to address systemic concerns or grievances. The Team Leader provides information to the Senior Manager for TWMHS, who will in turn then report to the Operational Director for TWMHS

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#### **Behavioural 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

CHS Contact: Julie Hanson (02) 51241988 [Julie.Hanson@act.gov.au](mailto:Julie.Hanson@act.gov.au)

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

#### **Specialised Nursing**

#### **Rehabilitation Care Coordinator**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 53833, several - 025J6)**

Gazetted: 06 September 2022

Closing Date: 22 September 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

#### **POSITION OVERVIEW**

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. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

#### **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**

Well-developed leadership skills

Excellent communication skills

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

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

##### **Mandatory**

Relevant tertiary qualifications or equivalent in an Allied Health related field and eligibility for membership of the appropriate professional organisation qualifications and a minimum of 3 years post-qualification experience

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will

be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

**Desirable**

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

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

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

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

**Note:**

There are permanent and temporary positions available. Temporary positions available for 11 months with the possibility of permanency.

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

Contact Officer: Katie McKinnon 0422 303 091 [katherine.mckinnon@act.gov.au](mailto:katherine.mckinnon@act.gov.au)

**Nursing**

**Department of Respiratory and Sleep Medicine**

**Respiratory Outpatient Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 46744 - 02522)**

Gazetted: 05 September 2022

Closing Date: 21 September 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

**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 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 an enthusiastic and suitable qualified Registered Nurse within the Department of Respiratory and Sleep Medicine (DRSM). Our service delivery operates from the Canberra Hospital and Health Services campus and provides nursing support to both inpatient and outpatients for COPD, Tuberculosis (TB) case management, TB employment screening, asthma education, adult Cystic Fibrosis, supports the Medical Officers (MO) clinics and provides nursing care and support to Respiratory and Sleep Medicine outpatient clients.

**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 and a high degree of drive

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

Strong communication skills to work effectively with multiple services to provide a coordinated approach to patient care.

**Position Requirements/Qualifications:**

**Mandatory**

Relevant tertiary nursing qualifications and a minimum of three years' post registration experience working professionally in nursing

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will



be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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.

**Note:** This position is part-time at 24:00 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.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Joelle Bourke (02) 51242702 Joelle.Bourke@act.gov.au

**Rehabilitation Aged and Community Services**

**RACS**

**Clinical Development Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 21865 - 025J9)**

Gazetted: 05 September 2022

Closing Date: 21 September 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

**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 rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah

Ward 11A is the Acute Care of the Elderly ward and provides care to elderly people with an acute deterioration in health, this includes people with a diagnosis of dementia. Ward 11A has a geriatric special care unit (GSCU) where care is provided to people experiencing an exacerbation of behavioural and psychological symptoms of dementia.

**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:

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:**

**Mandatory**

- Relevant nursing qualifications and a minimum of three years' experience working professionally in Acute Care setting.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

Note: This is a temporary position available for 11 months. The successful candidates may be selected based on application and referee report 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.

Contact Officer: Clare Stephenson 0408135203 [clare.stephenson@act.gov.au](mailto:clare.stephenson@act.gov.au)

## Finance and Business Intelligence

### Supply services

#### Purchasing and Cataloguing Officer

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 28405, several - 02581)**

Gazetted: 05 September 2022

Closing Date: 21 September 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

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

The position reports to the ASO5 Purchasing Team Leader.

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

Strong organisational skills with a high degree of drive.

Strong understanding of procurement and financial processes.

Adaptability and flexibility to accommodate change and provide responsive services.

#### Position Requirements/Qualifications:

##### Mandatory

Current Class C Driver's Licence

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.

The successful applicant will need to be available for shifts 7:30am to 4:51pm, and for occasional weekend and after-hours work.

Desirable

Certificate IV in Government Procurement or higher qualification in procurement and contracting, and/or finance and relevant work experience are highly desired.

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

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

**Note:** These are temporary positions available for up to 12 months. Successful candidates will be pooled and drawn upon to fill vacancies within the team for up to a 12-month period. Candidates should have existing purchasing and finance skills and be familiar with the systems Converg, Oracle, Purchasing and Inventory Control Systems (PICS) or similar. Experience in a government department is highly desirable. Candidates may be selected from application and referee reports only. Please submit applications via there Taleo system.

**Contact Officer:** Jacqueline Williams 5124 3109 [jacqueline.williams@act.gov.au](mailto:jacqueline.williams@act.gov.au)

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

#### **Community Care Program**

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

#### **Community Care Program**

#### **RN1 South Complex House**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 33096, several - 025JU)**

Gazetted: 07 September 2022

Closing Date: 21 September 2022

Details: 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)

Community Care Program, Community Nursing, is seeking applications from motivated and experienced Registered Nurses to supplement the staffing of a unique Night Duty service within the community setting.

Part time/casual positions for Registered Nurses are available. These positions are required to provide cover for a total of 6 to 7 regular night shifts (10 hour) per fortnight plus paid meal break.

This position is ideally suited to Registered Nurses with excellent clinical skills and the ability to work autonomously in providing care in the home environment to a young ambulant patient who requires ventilator support overnight.

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 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.

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**

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**

- Initiative and commitment to seeking out evidenced based knowledge as part of maintaining an advanced clinical skill set
- Well-developed communication and interpersonal skills
- The ability to work autonomously and as part of the MDT

- Organizational ability and time management skills

**Position Requirements/Qualifications:**

**Mandatory**

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be available for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

**Desirable**

- Tertiary or post graduate qualifications relevant to the position
- Recent experience in the care of ventilated patients 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:** There are several permanent part-time and casual positions available, with negotiable hours. 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.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Leontine Muis 02 512 42900 leontine.muis@act.gov.au

**Medicine**

**Emergency**

**Specialist/Senior Specialist – Acute Medical Unit**

**Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 58277 - 025GP)**

Gazetted: 06 September 2022

Closing Date: 14 September 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

**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: CHS website

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.

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.

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)

**DUTIES:** 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.

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

#### **ABOUT YOU**

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

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

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

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

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

You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and 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.

Note: This is a temporary part-time position available for four months with possibility of extension and /or permanency. Full time salary noted above will be paid pro rata. The current opportunities are for a fractional FTE of up to 0.5FTE which can be combined with other roles as appropriate and available.

Contact Officer: Dr. Anna Nakauyaca (02) 5124 2817 Anna.Nakauyaca@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)**

#### **Education and Training Services**

##### **CIT Pathways College**

##### **CIT English Language**

##### **Head of Department, English Language Centre**

##### **Manager Education Level 1 \$133,267, Canberra (PN: 51882)**

Gazetted: 05 September 2022

Closing Date: 12 September 2022

**Details:** There is a temporary vacancy for nine months for the Head of the Department (HOD) is responsible for managing the design, development, delivery and evaluation of English language training and support.

The HOD works as part of team, across CIT Pathways College and CIT. As its name suggests, CIT Pathways College creates pathways through developing programs of learning and support to enable students to develop skills to thrive in further education, employment, and community. The HOD of English Language Centre leads their team to connect within CIT and with external agencies to encourage students to consider a wide range of possible futures. The HOD requires a high level knowledge of the VET sector and adult education and sound understanding of the operational environment of CIT.

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

For managers at or above Manager Education – Level 1:

Vocational qualifications are highly desirable; however, where managers engage in direct teaching activity (anywhere within CIT) subclause 40.10 will also apply to them, as it relates to the teaching activity; and Industry experience is highly desirable (although this does not have to be in the disciplines being supervised).

**Note:** This is a temporary position available from 20 September 2022 until 30 June 2023 with possibility of extension up to 12 months and/or permanency.

**How to Apply:** Please submit a curriculum vitae addressing the Selection Criteria.

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

Contact Officer: Lucy Marchant (02) 6207 4956 Lucy.Marchant@cit.edu.au

#### **Education and Training Services**

##### **CIT Trade Skills**

##### **Electrical Trades**

### **Teacher Electrical Trades**

#### **Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 32268, Several)**

Gazetted: 01 September 2022

Closing Date: 5 October 2022

**Details:** Are you a Tradie looking for a change?

CIT is seeking experienced, highly organised, motivated and energetic people to join our team of teachers to inspire and teach the next generation in the Electrotechnology based at CIT Fyshwick.

We offer:

- A competitive salary
- Flexible working week
- 8 weeks leave per year plus annual shutdown
- The opportunity to train the workforce of the future

There are currently two full time permanent positions available.

**Note:** It is not mandatory to hold a Certificate IV TAE (Training and Assessment) to apply for these positions

#### **Eligibility/Requirements**

##### **MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING**

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 - 2022, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:

- Hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent).
- Where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer - Presenting Skill Set and/or Enterprise Trainer - Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and
- Complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.
- All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

##### **INDUSTRY EXPERIENCE**

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 - 2022.

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

##### **DESIRABLE**

- Experience in navigating an on-line learning platform
- Competent computer literacy
- Knowledge of the Australian Apprenticeship system.

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

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

**How to Apply:** Please provide a response addressing selection criteria of no more than 2 pages along with contact details for 2 referee and their position relevant to you.

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

Contact Officer: Gregory Kempton (02) 6207 9209 [Gregory.Kempton@cit.edu.au](mailto:Gregory.Kempton@cit.edu.au)

### **Government and Board Support Officer**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58636)**

Gazetted: 01 September 2022

Closing Date: 8 September 2022

**Details:** Canberra Institute of Technology (CIT) is seeking a person with well developed liaison and communication skills to assist with supporting the work of the CIT regarding government business and supporting the CIT Board. This will include assisting with drafting and coordinating Cabinet responses, and development of briefs and ministerial correspondence.

The role will also assist with secretariat support for the Board and Committees.

**Eligibility/Other Requirements:** Experience in government support or in an executive environment is highly desirable.

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

**How to Apply:** Expressions of Interest should include a one page supporting statement outlining your experience, skills and knowledge against the attached Position Description and a curriculum vitae with two referees including your current supervisor.

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

Contact Officer: Tania L Manuel (02) 6205 2687 [TaniaL.Manuel@cit.edu.au](mailto:TaniaL.Manuel@cit.edu.au)

## E T and S

### HCSC

#### Wellbeing

#### Casual Teachers - Various

**Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: C11694, several)**

Gazetted: 01 September 2022

Closing Date: 22 December 2022

**Details:** Are you interested in teaching within the Vocational Education and Training sector?

Do you have an interest in training and developing skills in others?

Are you looking to learn new skills?

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

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

#### Industry Areas seeking teachers:

Fitness training

Massage therapy

Work Health and Safety

Allied Health

Dental

#### About You

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

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

You have sound digital skills Energetic and enthusiastic with a willingness to grow through sharing of best practice and professional experience

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

Commit to the safeguarding and promotion of the student experience

Relevant Qualifications industry qualifications

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

**Eligibility/other requirements:** Relevant tertiary qualifications and current industry experience

**Note: CIT Sessional Employment:** Temporary employment offered will include periods of unpaid stand-down in line and compliant with the relevant Enterprise Agreement. Sessional and casual employment hours of work will vary depending on student enrolment demand. We will work with suitable candidates to negotiate mutually agree patterns of work. The teaching hours may range from three- eight hours per week.

**How to apply:** For a description and more details on the available teaching positions and functions please contact Susan Sinclair [Susan.Sinclair@cit.edu.au](mailto:Susan.Sinclair@cit.edu.au) / 62070325

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

Contact Officer: Susan Sinclair (02) 6207 0325 [Susan.Sinclair@cit.edu.au](mailto:Susan.Sinclair@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)

#### **Executive Branch Manager, People and Capability**

**Temporary Vacancy (17 September 2022 to 30 September 2022 with the possibility of extension)**

**Chief Minister Treasury and Economic Development**

**Corporate**

**Position: E421**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 5 September 2022

Expressions of Interest are sought for the position of Executive Branch Manager, People and Capability. This temporary vacancy is available 17 September 2022 to 30 September 2022 with possibility of extension.

The People and Capability Branch provides solutions, advice and support to the leaders and staff of CMTEDD to enable them to fulfil their people management responsibilities. The branch's services encompass work health safety and wellbeing, employee relations, injury management, learning and development and workforce data analytics. The successful candidate will possess outstanding leadership, strategic, relationship management, communication and change management skills with a strong background in leading strategic human resource initiatives across a complex and diverse workforce.

For further information please see the Executive Capabilities attached.

**To apply:** Interested candidates should submit a short EOI, of no more than one page addressing the Executive Capabilities, details of two referees and a current curriculum vitae to Robert Wright via email to [robert.wright@act.gov.au](mailto:robert.wright@act.gov.au) by COB Monday 12 September 2022.

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

**Remuneration:** The position attracts a remuneration package ranging from \$266,764 - \$277,429 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008.

**Contact Officer:** Robert Wright (02) 6207 0569 [robert.wright@act.gov.au](mailto:robert.wright@act.gov.au)

#### **Treasury**

**Budget, Procurement, Infrastructure and Finance**

**Procurement ACT**

**Procurement Policy Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 54104)**

Gazetted: 05 September 2022

Closing Date: 19 September 2022

**Details:** Procurement ACT is looking for a policy officer to join our team in leading innovative and meaningful whole of government procurement policy.

We operate in a fast paced and dynamic environment to deliver on key Government priorities through procurement policy with diverse topics ranging from gender equality, diversity, circular economy, modern slavery and business development. You will work within a small and dedicated team of experts to develop and revise procurement related legislation and policy working from the planning stage through to implementation and evaluation. Our team believes in solving problems through collaboration, supporting innovation, while also injecting fun into what we do.

Our ideal candidate is a policy officer who has exceptional organisational skills with the ability to work with competing priorities and tight deadlines, well developed communication skills with experience preparing formal government documentation, and a high level of initiative and personal motivation they carry through their work. While an understanding of government procurement, and in particular, the ACT Government procurement framework is highly desirable, it is not mandatory.

In return, we will offer you a supportive and professional team environment that allows you to apply and build on your skills.

If joining a super policy team has been on your to-do list, what are you waiting for?! Send us your application and get started on the next exciting chapter in your career!

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/Requirements**

Due to the diverse policy subject matters delivered by the team there are no specific professional or technical skills required. However, knowledge or capability in Procurement and Supply Chain, Law, Economics, International Relations, Politics or Public Policy is beneficial.

**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.

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

**How to Apply:** Please provide a curriculum vitae and a two-page response which addresses the selection criteria and why you are interested in the position.

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

Contact Officer: Lena Lind (02) 6207 2934 [Lena.Lind@act.gov.au](mailto:Lena.Lind@act.gov.au)

**Access Canberra**

**Engagement Compliance and COVID 19 Response**

**Events and Business Coordination**

**Senior Engagement Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 48991)**

Gazetted: 02 September 2022

Closing Date: 9 September 2022

**Details:** Do you have a passion to support community and local business to recover from COVID 19 pandemic? Do you have strong interpersonal skills and the ability to engage with local businesses? Do you work well in a team and individually and proactively look for solutions to problems? Are you self-motivated and able to multi-task? Then this may be the opportunity for you!

The Event and Business Coordination (EBC) Unit is a part of the Engagement, Compliance and COVID 19 Response Branch. The EBC consists of 2 teams, Event Coordination and Business Assist (ECBA) and Business Engagement Team (BET). The BET is responsible for actively engaging with businesses and industry sectors to support their interaction with the ACT Government. The BET works closely with other areas of Access Canberra to support compliance and provide targeted information to relevant businesses. The BET also works with businesses providing support with approvals and helping them navigate through government to ensure EBC Unit objectives are achieved. Additionally, the BET will, through a range of campaigns, support business with their understanding of regulatory changes and government initiatives that may impact their business.

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.

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:**

Full Driver's license is essential.

This position does not require a pre-employment medical.

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

**Note:** This is a temporary position available for 5 months with a possibility of extension 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 submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

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

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

## Access Canberra

### Environment Protection Authority

#### Environment Protection

#### Environment Protection Officer

#### Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 58653)

Gazetted: 01 September 2022

Closing Date: 15 September 2022

**Details:** The Environment Protection Authority (EPA) is the primary environmental regulator for the ACT. Our Mission is to protect and enhance the well-being of the environment and community as the ACT's primary environmental regulator. Our Vision is a sustainable environment for future generations.

The EPA is responsible for a range of environment protection issues including air and water quality, hazardous materials, waste, contaminated sites and environmental noise. We administer the *Environment Protection Act 1997*, *Water Resources Act 2004*, *Clinical Waste Act 1990* and the *Lakes Act 1970* as well as their associated regulations and other subordinate legislation.

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.

In this role you will apply the risk/harm principle of regulation which helps to protect our environment. You will review applications, undertake inspections and compliance activities and make recommendations relating to applications for approvals and licenses.

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

#### Eligibility/Requirements

Current ACT or equivalent Driver's licence.

Relevant technical training or experience.

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

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 submit a supporting statement of no more than four pages addressing the Selection Criteria described in the Position Description, along with details of two referees and a current curriculum vitae.

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

Contact Officer: Rodney Dix (02) 6207 2586 [Rodney.Dix@act.gov.au](mailto:Rodney.Dix@act.gov.au)

## Revenue Management

### Policy and Objections

#### Assistant Director, Policy

#### Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 42939)

Gazetted: 01 September 2022

Closing Date: 15 September 2022

**Details:** The ACT Revenue Office is seeking an enthusiastic and experienced individual with a demonstrated aptitude for policy to participate in research and legislative development. To succeed in this role, you will have the ability to interpret and advise on legislation, undertake critical analysis and exercise flexibility, tact and discretion. The successful applicant will be delivering legislative changes to tax laws (and other instruments) and support their implementation within the Office and with other stakeholders.

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

#### Eligibility/Requirements

Relevant tertiary qualification (e.g. Law, Economics) are highly desirable.

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

Selection may be based on application and referee reports only.

A merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Please apply with your curriculum vitae and a two-page supporting statement showing your capabilities against the Selection Criteria, along with contact details of at least two referees.

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

Contact Officer: Brett Wilesmith (02) 6205 0202 Brett.Wilesmith@act.gov.au

## **Digital, Data and Technology Solutions**

### **Customer Engagement Services Branch**

#### **Service Management / Customer Support / ICT Service Desk**

##### **Service Delivery Officer**

##### **Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: 14373,several)**

Gazetted: 02 September 2022

Closing Date: 16 September 2022

**Details:** The Digital, Data and Technology Solutions ICT Service Desk team is looking for an enthusiastic people with the right mix of customer service and ICT knowledge to join our team. You will be providing first and second level ICT support to a broad range of staff working for the ACT Government.

As part of the ICT Service Desk team, you will contribute to achieving positive service results within the parameters of team key performance indicators. Your daily duties will encompass answering phone calls, responding to emails, first level troubleshooting, and recording of ICT requests or incidents. There is also the requirement to provide face-to-face on-site field support on a rotational basis.

The successful applicant will possess a good understanding of ICT and know how to effectively communicate to troubleshoot common problems. If you think you have the relevant experience and skills please review the Position Description and apply as per directed below.

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

##### **Eligibility/other requirements:**

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

Driver's licence class C is essential

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

**How to apply:** Please provide a two-page pitch of your demonstrated experiences that are relevant to the 'What You Will Do' section against the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance.

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

Contact Officer: Felicity Knott (02) 62050346 felicity.knott@act.gov.au

## **Access Canberra**

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

#### **Construction and Planning Regulation**

##### **Senior Director**

##### **Senior Officer Grade A \$157,201, Canberra (PN: 17465)**

Gazetted: 02 September 2022

Closing Date: 16 September 2022

**Details:** If you are interested in raising building quality to make sure Canberrans can find the right place to call home then read on... This could be the job for you. Access Canberra is looking for a highly skilled regulatory practitioner to head up the Construction and Planning Regulation team. We are looking for a leader who can motivate their people to achieve successful regulatory outcomes through proactive and reactive engagement with stakeholders. You will know how to use data to make decisions and how to manage risk to drive improvements in

the way industry does business. Access Canberra leaders are pretty special; they are creative problem solvers, they take risks, and they work together to achieve outcomes. If you are keen to call Access Canberra your new home then please express your interest in this role.

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

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

**How to Apply:** To apply for the position please review the Position Description and submit your curriculum vitae and a two-page pitch providing examples that demonstrate your skills, knowledge, behavioural capabilities, and experience to perform the duties and responsibilities of the role. You also need to tell us why that makes you the best person for the job.

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

Contact Officer: Nick Lhuede (02) 6207 8606 Nick.Lhuede@act.gov.au

## **Economic Development**

### **Property and Venues**

#### **Venues Canberra**

##### **Event Operations Assistant**

##### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 35650)**

Gazetted: 02 September 2022

Closing Date: 16 September 2022

**Details:** Venues Canberra manage GIO Stadium Canberra, Exhibition Park in Canberra (EPIC) and Manuka Oval. These are Canberra's leading sporting, event and function venues. Some of the Venues major clients include the Brumbies, Canberra Raiders, GWS Giants, Cricket Australia, Summernats, National Folk Festival and Handmade Markets. EPIC also manages a camping/caravan park on its site with over 200 spaces.

The Event Delivery and Venue Assistant provides event administrative and operational support to the EPIC Event Delivery Manager. The position assists in the delivery and planning of operational, administrative, and compliance requirements of events/conferences/functions hosted at EPIC.

Please see attached the Job Description which includes a full list of Duties / Responsibilities and Selection Criteria.

For any further questions please contact Alexandra Drake (Alexandra.Drake@act.gov.au).

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/Requirements**

Drivers License is essential.

Fork Lift License is desirable

First Aid certificate is desirable

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

Duties will include after hours and weekend work, including an on call roster. This role will include manual handling tasks.

**How to Apply:** Please submit your current curriculum vitae including referee details along with a two page application that addresses the Selection Criteria.

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

Contact Officer: Alexandra Drake (02) 6205 0991 Alexandra.Drake@act.gov.au

## **Access Canberra**

### **Planning and Strategy**

#### **Program Support Officer**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 58462)**

Gazetted: 02 September 2022

Closing Date: 16 September 2022

**Details:** Access Canberra is the front door to the ACT Government, being a customer service and regulatory provider that interacts with every Canberran at some point in their lives. The efficient and effective delivery of its services makes Canberra a safer, more liveable city for us all.

An opportunity exists in Access Canberra to be a member of the team responsible for a significant reform program that seeks to ensure Access Canberra operates sustainably now and into the future.

A Rubik's Cube has less moving parts than this project, and the stakes are higher than grandpa's pants. So we are looking for someone who is motivated to make a difference to the lives of others; who can manage their time and multiple priorities effectively; and is a whiz at bringing order to chaos (i.e. managing arrangements for regular meetings and maintaining records).

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

**Note:** This is a temporary position available immediately up until 30 June 2023 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

This position will work from workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Working from home will be supported as operational requirements allow.

**How to Apply:** If this sounds like you, send your curriculum vitae along with a pitch of no more than two pages, describing the skills, knowledge and behavioural capabilities you have which make you the most suitable person for the position.

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

Contact Officer: Linda Muscat (02) 6207 5014 [Linda.Muscat@act.gov.au](mailto:Linda.Muscat@act.gov.au)

## Access Canberra

### Strategy and Planning

#### Sustainability Planning and Design

##### Project Officer

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58461, several)**

Gazetted: 02 September 2022

Closing Date: 23 September 2022

**Details:** Access Canberra is the front door to the ACT Government, being a service and regulatory provider that impacts most Canberrans at least once across the lifespan. The efficient and effective delivery of its services makes Canberra a safer, more liveable city for us all.

An opportunity exists in Access Canberra to be a part of a significant reform program that seeks to ensure Access Canberra is able to evolve with changing times, demographics, and expectations and future proof its operations.

A Rubik's Cube has less moving parts than this project, and the stakes are higher than grandpa's pants. So we are looking for someone who is motivated to make a difference to the lives of others; who can manage their time, people, and expectations; and aspires to find new ways of doing things better.

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

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

This position will work from a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. There is the opportunity to work from home as operational needs allow.

**How to apply:** If this sounds like you, send your curriculum vitae along with a pitch of no more than two pages, describing the skills, knowledge, and behavioural capabilities you have which make you the most suitable person for the position.

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

Contact Officer: Linda Muscat (02) 6207 5014 [Linda.Muscat@act.gov.au](mailto:Linda.Muscat@act.gov.au)

## Policy and Cabinet

### Wellbeing Team

**Assistant Director – Wellbeing Policy**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 33991)**

Gazetted: 05 September 2022

Closing Date: 19 September 2022

**Details:** The Wellbeing Team in Policy and Cabinet Division, CMTEDD, is seeking a permanent Assistant Director to contribute to the further policy development and implementation of the ACT Wellbeing Framework. This is your opportunity to directly contribute to the policy thinking that will drive the Framework into the future.

The successful applicant will play a key role in the Branch, with a focus on shaping the further embedding of wellbeing thinking and practices in the way the Service operates, how we engage with the community and how the government considers wellbeing issues in its decision making.

The recent advent of wellbeing as a focus for policy development and budget allocation (especially in Australia) means that there is much to be done in considering how wellbeing can be incorporated in the business of government to achieve strong wellbeing outcomes across the ACT community. We have made good progress since releasing the ACT Wellbeing Framework in 2020, but there is more to be done.

The Assistant Director will work closely with colleagues in the Wellbeing Team, develop productive relationships across directorates and agencies and be part of our engagement with the ACT community as we continue to understand, consider, and address wellbeing outcomes across the breadth of our community.

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

**Eligibility/other requirements:** The successful applicant will be able to apply analytical and creative thinking to understanding issues and developing practical and timely solutions and products (along with associated high-quality advice) in helping to shape the government's approach to embedding the Wellbeing Framework.

Working collaboratively within the team, across government and with external partners will be critical to achieving lasting and well understood approaches to the consideration of wellbeing issues.

Well informed and presented verbal and written communication will also be key to effective engagement and successful partnerships with stakeholders.

Full details are provided in the Position Description.

**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 future vacancies at level within Policy and Cabinet Division over the next 12 months.

The Policy and Cabinet Division values people who bring their lived experience to help us achieve more informed business outcomes. We encourage people from all backgrounds to apply for this role.

Our attractive remuneration package is competitive. We also offer excellent employment conditions and benefits set out in our Enterprise Agreement, including:

Salary Packaging

Annual Leave Loading

Generous Superannuation

Access to professional development programs

Flexible working arrangements

This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 circumstances, most staff are working from home. Please discuss any concerns you may have with the Contact Officer. Additionally, the ACT Public Service is committed to providing flexible and part time work options and to encouraging remote/balanced working where desirable and appropriate.

**How to apply:** Please provide a pitch of no more than two pages outlining why you should be an Assistant Director in the Wellbeing Team. The pitch should:

draw on examples from your work, as well as the way you work.

explain why you would be the best person to join our team; and

relate to the selection criteria in the Position Description.

We are looking for a story about you and what you will bring to this role.

Please provide a curriculum vitae that details your relevant skills, work experiences (roles, timing, responsibilities, and achievements), qualifications - as well as contact details of two referees.

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

Contact Officer: Erin-Claire Barrow (02) 6207 9973 [Erin-Claire.Barrow@act.gov.au](mailto:Erin-Claire.Barrow@act.gov.au)

## Access Canberra

### Environment Protection Authority

#### Environment Protection

#### Environment Protection Officer

#### Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 58651)

Gazetted: 01 September 2022

Closing Date: 15 September 2022

**Details:** The Environment Protection Authority (EPA) is the primary environmental regulator for the ACT. Our Mission is to protect and enhance the well-being of the environment and community as the ACT's primary environmental regulator. Our Vision is a sustainable environment for future generations.

The EPA is responsible for a range of environment protection issues including air and water quality, hazardous materials, waste, contaminated sites and environmental noise. We administer the *Environment Protection Act 1997*, *Water Resources Act 2004*, *Clinical Waste Act 1990* and the *Lakes Act 1970* as well as their associated regulations and other subordinate legislation.

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.

In this role you will apply the risk/harm principle of regulation which helps to protect our environment. You will review applications, undertake inspections and compliance activities and make recommendations relating to applications for approvals and licenses.

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

#### Eligibility/Requirements

Current ACT or equivalent Driver's licence.

Relevant technical training or experience.

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

**How to Apply:** Applicants should submit a supporting statement of no more than four pages addressing the Selection Criteria described in the Position Description, along with details of two referees and a current curriculum vitae.

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

Contact Officer: Rodney Dix (02) 6207 2586 [Rodney.Dix@act.gov.au](mailto:Rodney.Dix@act.gov.au)

## IT Security

### Assistant Director, Strategy and Governance

#### Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 30922, several)

Gazetted: 05 September 2022

Closing Date: 21 September 2022

**Details:** Are you driven to build strong relationships and provides customers with advice and solutions to improve their cyber security posture? Keep reading on.

The ACT Cyber Security Centre is looking for an Assistant Director, Cyber Strategy and Governance, who strives to deliver, as a passion for risk management and would like to work in a positive team culture, building whole of government outcomes in this crucial area. The role may be tailored to suit the applicant's skillset and individuals without strong technical skills are also encouraged to apply.

To be successful you would be someone with:

Excellent relationship management skills who can resolve problems, negotiate mutually beneficial outcomes and enhance stakeholder relationships across ACT government, with jurisdictional partners and bring stakeholders on a journey of change in a dynamic threat landscape.

Strong verbal and written communication skills to deliver compelling advice for business and technical audiences.

Strong policy and advice experience to drive Whole of Government cyber security practices and controls.

Analytical skills and technical capabilities (or willingness to learn) to manage cyber security risks across government and develop effective solutions that enable positive business outcomes.

The ability to support a positive culture and team that recognises and values diversity and uses knowledge of differences to develop best practice service to all stakeholders.



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

**Eligibility/Other Requirements:**

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Formal education qualifications or professional certification and/or extensive experience in one or more of the following fields Cyber Security and/or Cyber Security Risk Management will be highly regarded.

Experience in performing Cloud Software as a Service (SaaS) and Platform as a Service (PaaS) risk management assessments or developing System Security Plans will be highly regarded.

**Compliance Requirements / Qualifications**

A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

This position does not require a pre-employment medical

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident

**Note:** A Merit Pool will be established from this selection process and will be used to fill vacancies either temporary or permanent over the next 12 months.

**How to Apply:** If this sounds like you, please provide a maximum two page pitch addressing how your knowledge and experience capture the skills and behavioural capabilities that make you the best candidate for the role as well as a current curriculum vitae. Where possible the position may be tailored based on the successful candidate's expertise and skillset.

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

Contact Officer: Sally Maher (02) 6207 1055 Sally.Maher@act.gov.au

**WCAG**

**Centre for Leadership and Innovation**

**Centre Coordinator/Executive Assistant**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 13017)**

Gazetted: 07 September 2022

Closing Date: 21 September 2022

**Details:** Do you want to be a part of a friendly, inclusive, dedicated, and dynamic team whose purpose is to shape the ACTPS workforce for the future?

We are the ACTPS Centre for Leadership and Innovation (the Centre) are we're seeking an energetic, capable and reliable Centre Coordinator/ Executive Assistant to join our team, supporting the Executive Branch Manager with the administration and running of the Centre.

To be successful in this role, you'll be someone who is not only organised but can organise others; who can be both responsive and proactive; who can work productively with a range of busy and dedicated people and help make the business day a bit smoother, easier, and even more fun – all while getting the work done.

If you work with us, you will have access to flexible work arrangements including ongoing utilisation of hybrid working – a combination of working from home, our snazzy Canberra City Office Block at 220 London Circuit, and our soon to open ACTPS Innovation Centre.

You will also have access to a range of professional development opportunities – which can be online, peer-based, on the job, or formal learning.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, we warmly welcome and encourage Aboriginal and Torres Strait Islander peoples and people with disability to apply. We also welcome applications from those who identify as LGBTIQ+, from a cultural and linguistically diverse background, former ADF members (Veterans), and neurodiverse individuals.

If you think you might meet some of the criteria, but not all – we encourage you to still put in an application. Even if you're not successful for this position, you may be offered another similar job over the next 12 months.

**Eligibility/Requirements**

Previous experience in an executive assistant role or similar will be highly regarded.

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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

**How to Apply:** Please submit a two-page pitch which tells us how you demonstrate the Professional Capabilities listed in the position description, along with your current curriculum vitae. Referee details do not need to be included but may be sought at a later stage in the selection process.

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

Contact Officer: Paula Naughton (02) 6207 4980 Paula.Naughton@act.gov.au

## **Digital, Data and Technology Solutions**

### **Strategic Business Branch**

#### **Business Readiness**

#### **Senior Communications Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 54428)**

Gazetted: 06 September 2022

Closing Date: 20 September 2022

**Details:** Are you a communications whiz looking for a new opportunity? Do you approach your work with curiosity and a solution focussed attitude?

Do you like a challenge and want to be a key part of a high performing team? Then this opportunity is for you!

Strategic Business Branch (SBB) in Digital Data and Technology Solutions (DDTS) is seeking a motivated and enthusiastic individual to join our Business Readiness team in an internal communications and project support role.

SBB provides professional business change services that enable the ACT Government to deliver quality outcomes for the Territory.

As a Senior Communications Officer with the team, you will have the opportunity to work across diverse projects while also supporting branch wide initiatives. Each day in the role will be different and will provide you with the opportunity to challenge yourself with interesting and engaging work. Some of the work you will be involved in includes:

Developing and implementing a content strategy for our Branch internal communications platform

Assisting project managers to develop project related communications

Providing advice and guidance to SBB leaders to assist them to solve complex communications issues

Working closely with the EBM to deliver innovative Branch initiatives

Collaborating with communications counterparts in DDTS and across Government

And so much more!

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

**Eligibility/other requirements:** Relevant tertiary qualifications and experience working professionally in communications is desirable.

**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:** If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit an Expression of Interest no longer than two pages highlighting your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

We encourage creativity so think outside the box with your application!

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

Contact Officer: Erin Emery (02) 6207 8462 Erin.Emery@act.gov.au

## **Digital, Data and Technology Solutions (DDTS)**

### **ACT Digital**

#### **System and Customer Support Officer**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 47809)**

Gazetted: 06 September 2022

Closing Date: 20 September 2022

**Details:** The ACT Digital program is charged with making it easier for every citizen and business to transact with government. Through outcomes delivered by the program, interactions with government will be seamless and secure for all citizens and businesses.

ACT Digital operates at the forefront of the digital transformation agenda within the ACT Government, creating a range of community co-designed services which take us closer to a vision for the future in which ACT Government digital services are so easy to access they just happen, often without you needing to do anything to initiate the interaction. But development of truly digital service experiences requires that systems and services are supported once they are established. Users across the community and within the ACT Government need to be able to speak with someone when things don't work the way they expect, or when they want to understand more about the way in which a service works.

**If you:**

are a people person with a keen interest and experience in systems administration and technical support  
are proactive, organised, dependable and able to adjust the focus of your work to meet shifts in priority  
are excited by the prospect of dealing directly with the community and working alongside service designers, software developers and technical architects to create digital services that improve living standards across the community

Then this may be just the role you've been looking for!

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply.

**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.

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:** Tell us all about yourself and why you would be the perfect candidate to join our team by submitting a statement of no more than two pages addressing the attached selection criteria, a current curriculum vitae and contact details for at least two referees prior to the advertised closing date.

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

Contact Officer: Kaia Ivancic (02) 6205 9802 [Kaia.Ivancic@act.gov.au](mailto:Kaia.Ivancic@act.gov.au)

## **Property and Shared Services**

### **ACT Property Group**

#### **Corporate Governance**

#### **Governance, Training and HR Manager, ACT Property Group**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 46704)**

Gazetted: 06 September 2022

Closing Date: 20 September 2022

**Details:** ACT Property Group are seeking an experienced corporate manager with knowledge and understanding of recruitment and staff development, preferably in a semi commercial government environment. The Corporate Governance team Ensures ACT Property Group meets its legal and corporate responsibilities, is managed well and strives for excellence. The Team coordinates and manages corporate governance for the business ensuring we meet our obligations, provide quality advice and input to the Directorate and manage ACT Property Group HR, Training and Records management functions. The team also manages our quality assurance and work health and safety systems ensuring risks are managed.

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.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply.

**Eligibility/other requirements:** This position requires a current driver's licence (car)

Qualification/s in Government, Business or 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 should be submitted via the "Apply Now" button below:**

Contact Officer: Tania Shaw 0417 207 990 Tania.Shaw@act.gov.au

#### **Economic Development Division**

#### **Office of the Director-General**

#### **Communications and Engagement**

#### **Assistant Director, Content Designer**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 23994)**

Gazetted: 06 September 2022

Closing Date: 20 September 2022

**Details:** Do you love Canberra? Do you want to play an important role in promoting our city as a great place to live, work, study, visit, invest in and do business?

Come and join a team of passionate communications professionals who support the delivery of the ACT Government's economic development priorities and tell the stories of Canberra and Canberrans. You'll design interesting and engaging content across a range of topic areas including business and innovation, arts, sport and recreation, events, vocational education and skills, and major venues. You'll be part of a positive and flexible work culture that values your wellbeing.

In this position you will be communicating with and about ACT businesses and developing audience-focused content across a range of channels, including development of the ACT Business Hub website. Your work will make an immediate and impactful contribution to the communities we serve.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply.

#### **Eligibility/Requirements**

Relevant tertiary education qualifications such as in Communications, Journalism, Media Studies and/or Public Relations is desirable.

A background in business and/or business communications is desirable.

A current driver's license is desirable.

This position does not require a pre-employment medical.

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

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

Please note, this position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

**How to Apply :** Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the position description, your curriculum vitae and names of two referees.

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

Contact Officer: ClaireV Johnston (02) 6205 0022 ClaireV.Johnston@act.gov.au

## **Economic Development**

### **Business and Innovation**

#### **Executive Office**

##### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 33741)**

Gazetted: 06 September 2022

Closing Date: 20 September 2022

**Details:** Are you interested in a challenge and want to be a key part of a high performing team? Do you identify yourself as a collaborative, highly motivated, and organised individual? If this sounds like you, this could be the career opportunity you've been waiting for and we'd love to hear from you!

The Business and Innovation Branch in Economic Development is looking for an individual with a high level of administrative and organisational skills along with well-developed communication skills are absolutely essential to this role. The Executive Assistant is responsible for providing high-level executive and administrative support to the Executive Group Manager. Working closely, under limited supervision, with the Executive Branch Manager, the Executive Officer and Business and Innovation team, the successful candidate will provide administrative support in preparing meeting agendas and minutes, manage the diary of the EBM including strategic appointment bookings and meetings, as well as facilitation of ministerial correspondence.

The successful candidate will be supported with their capability development and opportunities for career growth. 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply.

**Notes:** This is a temporary position is available immediately until the 1st of February 2023 with possibility of extension up to 12 months and/or permanency.

Selection may be based on application and referee reports only.

A Merit Pool may be established from this selection process to fill similar/identical vacancies over the next 12 months. This position is in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**How to Apply:** Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae.

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

Contact Officer: Jessica Round (02) 6205 4887 Jessica.Round@act.gov.au

## **Access Canberra**

### **Fair Trading and Compliance**

#### **Infringement Review**

##### **Training Officer**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 58532, several)**

Gazetted: 06 September 2022

Closing Date: 20 September 2022

**Details:** Are you interested in a role where you can provide training to a large operational team? 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 emotional intelligence? If this sounds like you, then the Access Canberra Infringement Team is where you need to be.

As a part of the Access Canberra Infringement team, and under the general direction of your manager, you will administer and deliver the training program for the Infringement Review Office. You will provide on-the-job training to new starters, conduct regular refresher training across the team, assist in the development and implementation of training modules, draft training resources and maintain training records in Objective. You will also be responsible for managing a small team and have a direct impact on the development of team members.

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

**Eligibility/Other requirements:** This role will require successful applicants to be an Australian citizen or a permanent resident of Australia to be appointed as an Authorised Person under the Road Transport (General) Act 1999 to perform the duties of the position.

**Note:** These are temporary positions available for six months with a possibility of extension up to 12 months. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please review the Position Description and Job Advertisement 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. Please submit a written application, of no more than one page, responding to the statements below. We will also need contact details of at least two referees and a current Curriculum Vitae.

Detail your demonstrated ability, ingenuity, experience and qualifications and how these make you a great fit for the role.

Link your response back to the Skills, Knowledge and Behaviour selection criteria and the specific duties and responsibilities of the role.

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

Contact Officer: Valerie Kitson (02) 6205 9429 Valerie.Kitson@act.gov.au

#### **Shared Services**

##### **Financial Services**

##### **Salary Packaging**

##### **Salary Packaging Accountant Assistant**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 58613)**

Gazetted: 06 September 2022

Closing Date: 20 September 2022

**Details:** An exciting opportunity has become available within the Shared Services Salary Packaging Team. The accountant assistant position supports the provision of a suite of salary packaging services to employees of the ACT Government, and key stakeholders. The successful applicant will need to be energetic and enthusiastic as they will be responsible for the delivery of a wide range of financial and accounting tasks relating to banking, general ledger reconciliations, taxation compliance, transaction audits and Fringe Benefit Tax (FBT) reporting, debt management, as well as assist across a number of salary packaging projects. A sound knowledge base of the principles of Fringe Benefits Tax and its application would be highly desirable.

As this position will liaise closely with a range of external and internal stakeholders and well-developed communication skills are essential. The successful applicant must be able to demonstrate that they can manage and juggle competing priorities to ensure regular tight deadlines are met.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply.

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

Selection may be based on application and referee reports only.

Full time hours are preferred however part time hours will be considered.

**How to Apply:** Applicants are asked to submit a written pitch of no more than two pages and a copy of your current Curriculum Vitae including contact details for two referees.

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

Contact Officer: Lisabeth Carney (02) 6207 6425 Lisabeth.Carney@act.gov.au

#### **Property and Shared Services**

##### **ACT Property Group**

##### **Corporate Governance**

##### **Senior Director**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 45631)**

Gazetted: 07 September 2022

Closing Date: 30 September 2022

**Details:** ACT Property Group are seeking an experienced leader and expert in Work Health and Safety and/or Quality Management Systems to lead a team responsible for driving implementation of organisational risk management, quality management and our work health and safety responsibilities with staff and contractors. ACT Property Group requires good systems to ensure that our customers get consistent quality services, and that we deliver our services in a safe way. This team works with organisational leaders to promote, improve and implement the accredited quality management system throughout the business. The team also manages implementation of our work health and safety responsibilities ensuring that staff, contractors and people in and around our buildings and work sites get home safe and unharmed. This person is responsible for leading the team, providing expert advice and working with leaders and staff across the organisation to deliver high quality outcomes in these areas.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply.

**Eligibility/Other Requirements:**

A knowledge and understanding of Workplace Health and Safety, and quality management systems is required for this position. Qualifications in Quality Assurance, Work Health and Safety and/or Risk Management and a current driver's licence (car) are required for the position.

**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. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

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

Contact Officer: Tania Shaw (02) 6205 9937 ACTPGCorporate@act.gov.au

**Workforce Capability and Governance**

**Workplace Safety and Industrial Relations**

**Regulatory Policy**

**Policy Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 31574)**

Gazetted: 07 September 2022

Closing Date: 28 September 2022

**Details:** Do you have excellent problem-solving skills and thrive in a dynamic policy environment? Do you have strong interpersonal skills and enjoy working in a lively and dedicated team? Then this may well be the perfect job for you!

We are looking for an enthusiastic, positive, and motivated professional who has a passion for improving workers' compensation and work health and safety outcomes for Canberrans.

The Regulatory Policy section is responsible for managing the legislative framework for workers' compensation, work health and safety, dangerous goods and industrial relations. The section works to ensure these frameworks operate efficiently and support reductions in the health, social and economic impact of work injury, working closely with a number of internal and external stakeholders.

As a Policy Officer, you will work independently and in a small team delivering outcome focused work health and safety policy. You will promote a structured approach to policy, legislation, and regulation project delivery, support coordination of and engagement with stakeholders including undertaking Secretariat functions, and assist in the delivery of papers, briefs and a variety of other written material.

We are looking for policy-focused individuals with excellent attention to detail and a demonstrated ability to meet deadlines, who has good communication and stakeholder management skills to collaborate with government, industry and union stakeholders. You must be able to write concisely and effectively for a broad range of audiences and be capable of engaging with technical information to inform considered policy development.

Experience with and knowledge of the ACT's work health and safety policy framework is preferred.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply.

**Eligibility/Requirements**

Tertiary qualifications or relevant experience in workers' compensation, work health and safety and public policy would be highly desirable.

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

This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

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

Contact Officer: Rebecca Sullivan (02) 6205 8353 [RebeccaJ.Sullivan@act.gov.au](mailto:RebeccaJ.Sullivan@act.gov.au)

**Access Canberra**

**Planning and Strategy**

**Sustainability Planning and Design**

**Assistant Director**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58459)**

Gazetted: 05 September 2022

Closing Date: 26 September 2022

**Details:** Access Canberra is the front door to the ACT Government, being a service and regulatory provider that impacts most Canberrans at least once across the lifespan. The efficient and effective delivery of its services makes Canberra a safer, more liveable city for us all.

An opportunity exists in Access Canberra to be a part of a significant reform program that seeks to ensure Access Canberra is able to evolve with changing times, demographics, and expectations and future proof its operations. A Rubik's Cube has less moving parts than this project, and the stakes are higher than grandpa's pants. So, we are looking for someone who is motivated to make a difference to the lives of others; who can manage their time, people, and expectations; and aspires to find new ways of doing things better.

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

**Note:** This is a temporary position available for nine months. 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 work from a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Opportunity to work from home exist as operational needs allow.

**How to apply:** If this sounds like you, send your curriculum vitae along with a pitch of no more than two pages, describing the skills, knowledge, and behavioural capabilities you have which make you the most suitable person for the position.

**Applications should be submitted via the “Apply Now” button below**

Contact Officer: Linda Muscat (02) 6207 5014 Linda.Muscat@act.gov.au

### **City Renewal Authority**

**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)**

#### **Design and Place Strategy**

##### **Project Officer**

**Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 39704)**

Gazetted: 07 September 2022

Closing Date: 21 September 2022

**Details:** The City Renewal Authority is leading the transformation of the city renewal precinct, which spans Dickson, Northbourne Avenue, Haig Park, Civic and West Basin. The City Renewal Authority is charged with shaping the growth of the central parts of Canberra to make it a great place to live, explore and enjoy. The Design and Place Strategy team deliver design-led, people-focused urban renewal projects in the City Renewal Precinct which encourage and promote social and environmental sustainability. We consult with the community, business groups and government to deliver new buildings and places within the precinct that are of exemplary design quality, excite interest and participation and attract new investment. The position sits within the Design and Place Strategy Team within the City Renewal Authority organisational structure. The position is responsible for the management and delivery of assigned urban renewal projects within the Authority's designated precinct. These projects may include landscape and urban design, city activation initiatives and place management plans. The position will be responsible for the management of various projects including design and planning related projects and place activation events as well as providing support to the broader City Renewal Team.

#### **SELECTION CRITERIA**

Demonstrated ability to manage and deliver planning, design, construction and/or place making projects, including managing quality, timeframes, contracts and managing outcomes;

Demonstrated ability to work with minimal supervision, to exercise initiative, to pay attention to detail, and to prioritise work within tight timeframes in a busy office environment.

Demonstrated ability to think strategically and shape project direction, solve problems, work productively and flexibly as an individual, and as a member of a team. Well-developed communication (including written, graphic and oral skills), negotiation and representation skills. Understanding of and commitment to the implementation of Respect, Equity and Diversity (RED), participative work practices and Work Health and Safety (WHS).

Knowledge and experience of architectural, engineering or landscape related software such as CAD, GIS, etc.;

Ability to produce high quality graphical presentation materials working with programs such as Adobe Suite

Familiarity with ACT Planning System and demonstrated experience of using ACTMapi.

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

Professional Qualifications in a design related field such as planning, landscape architecture, or architecture;

Minimum of two years' work experience in a directly relevant field, preferably in urban renewal and public realm related projects.

**Note:** This is a temporary position available from 3 October 2022 up until 3 October 2023. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection will be based on application and interview.

**How to Apply:** Please submit a written application addressing the Selection Criteria along with your current curriculum vitae.

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

Contact Officer: Lucy Wilson (02) 6205 2995 Lucy.Wilson@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)**

### **Housing ACT**

#### **Policy and Business Transformation**

#### **Housing and Homelessness Strategy and Policy**

#### **Director, Indigenous Community Housing**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 07952)**

Gazetted: 05 September 2022

Closing Date: 12 September 2022

**Details:** We have your next exciting career opportunity as a Director working in a role where you will have a chance to design strategic policy and lead a small team to work in partnership with the community and the Aboriginal and Torres Strait Islander Elected Body to support the establishment of an Aboriginal and Torres Strait Islander Community Controlled housing provider.

The ideal Director will have sound experience delivering strategic policy and program initiatives that have a direct impact for Aboriginal and Torres Strait Islander peoples living in the ACT. You will be a leader/emerging leader who embodies the values of respect, integrity, collaboration and innovation. It is essential that you are culturally competent to enable working with Aboriginal and Torres Strait Islander communities in the ACT in the delivery of outcomes.

The position is located within the Housing and Homelessness Strategy and Policy Team in Housing ACT. The team's responsibilities include negotiating and liaising with the Commonwealth, States and Territories on housing and homelessness; development of strategic advice on housing and homelessness policy and operational matters; and housing-related policy and program development

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

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

**How to Apply:** To apply, please submit a current curriculum vitae and a Statement of Claims (maximum two pages), framed around the skills and capabilities listed in the Position Description, keeping in mind the duties and responsibilities of this position.

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

Contact Officer: Sanzida Akhter (02) 6207 0224 [Sanzida.Akhter@act.gov.au](mailto:Sanzida.Akhter@act.gov.au)

### **Housing ACT**

#### **Policy and Business transformation**

#### **Social Housing and Homelessness Strategy and Policy**

#### **Senior Policy Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 31512)**

Gazetted: 05 September 2022

Closing Date: 19 September 2022

**Details:** Make a difference to peoples' lives by bringing your policy, analytical and communication skills to this position in the Housing and Homelessness Policy and Strategy team of ACT Housing. If you are the lucky one to be selected for this position, you will find yourself in a friendly, supportive, values-driven team with interesting and varied work. Across any given week, you might, for example, find yourself supporting the monthly Tenants Consultative Group meeting; looking into the latest research on the connection between wellbeing and stable housing; contributing to a Ministerial brief on an operational challenge, and reporting on outcomes of specific initiatives.

You will have a supervisor and mostly be working as part of small teams. It's safe to say that there is

never a dull moment, and your work will contribute to better public housing and homelessness outcomes for vulnerable people in the ACT community.

The ideal person for this position will have some background and interest in social policy and human services, including an appreciation of the vital role housing plays in people's good life outcomes. You will be motivated and reliable with excellent communication skills. You will value working as part of a team and respond positively to challenges, framing them as opportunities for growth and innovation.

**Eligibility/Other requirements:** Relevant tertiary qualifications are desirable but not essential.

**How to Apply:** Please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the Selection Criteria, your current curriculum vitae, and details of two referees, one of which should have worked with you.

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

Contact Officer: Tim ArkleySmith (02) 6207 9335 Tim.ArkleySmith@act.gov.au

## Housing Act

### Infrastructure and Contracts

#### Capital and Strategy

#### Senior Financial Analysts

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 11230, several)**

Gazetted: 02 September 2022

Closing Date: 16 September 2022

**Details:** The Infrastructure and Contracts branch of Housing ACT are seeking motivated Senior Financial Analysts to join our busy Capital and Strategy team.

The position is responsible for ensuring the appropriate, accurate and complete recording of Capital Program transactions and events, as well as the reporting of Capital Program performance to branch and directorate executives, and to Treasury.

The position will also be responsible for the development, monitoring and maintenance of Capital Program budgets, the timely provision of data to the Finance section for end of month processing will be an important responsibility, along with the processing of Capital Program invoices and works closely with various teams throughout Housing ACT to consult and share information, including providing secretariat duties for several cross-branch panels and meetings.

More information can be found in the position description.

**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:** As if writing to an expression of interest, addressing the Selection Criteria, no more than two A4 pages, along with a curriculum vitae.

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

Contact Officer: Roxanne Willkom (02) 6207 3351 Roxanne.Willkom@act.gov.au

## Family Safety

### Senior Director

#### **Senior Officer Grade A \$157,201, Canberra (PN: 40204)**

Gazetted: 02 September 2022

Closing Date: 20 September 2022

**Details:** The Office of the Coordinator-General for Family Safety is seeking a passionate and experienced senior leader to work with a diverse team to deliver a program of policy and program reforms to address domestic and family violence and improve responses to victim survivors in the ACT. The successful occupant will have strong leadership and mentoring skills, a proven ability to deliver, and a demonstrated knowledge of domestic, family and sexual violence and the systemic challenges facing victim survivors.

This is a growing Office with a dedicated team of people working in both traditional and innovative ways to meet the challenges of a complex issue that reaches into all parts of the community and across the full range of government activity. You will need to be confident in your ability to challenge old frameworks, develop new practical solutions and drive change in collaboration with stakeholders.

**Notes:** This is a temporary position available immediately for 12 months with the possibility of permanency. Selection may be based on application only and a merit pool may be established.

**How to Apply:** Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the Skills, Knowledge and Capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

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

Contact Officer: Vasiliki Bogiatzis (02) 6205 5175 Vasiliki.Bogiatzis@act.gov.au

#### **Office of the Director-General**

##### **One CSD**

##### **One CSD Project**

##### **Director, Content and Change Management**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57087)**

Gazetted: 01 September 2022

Closing Date: 15 September 2022

**Details:** The One CSD team is seeking applicants to fill a temporary Director position to provide content and change management expertise in leading project delivery in the Community Services Directorate. The position is available to start immediately until 30/06/2023, with the possibility of extension.

The One CSD team brings together expertise in project management, change management, business analytics, stakeholder engagement and communications. Working across the directorate, the team is supporting initiatives to make the directorate an even better place to work, and better deliver for the ACT Government and Canberra community.

The successful applicant will be able to work under broad direction and maintain strong stakeholder relationships to deliver projects and manage change impacts.

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 and significant experience working professionally in the fields of change management and communications and/or digital communications is highly desirable.

**Notes:** This is a temporary position available immediately until 30 June 2023, with the possibility of extension. Selection may be based on application, curriculum vitae 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. CSD provides staff with flexible working arrangements, access to a range of varied and interesting roles and training that is tailored to career goals.

**How to Apply:** Please provide a pitch of no more than two pages outlining your experience against the skills, knowledge and behaviours outlined in the Position Description, along with your curriculum vitae and the details of two referees.

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

Contact Officer: Shantha Siva 0431 171 993 Shantha.Siva@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)**

##### **School performance and Improvement**

##### **North and Gungahlin Network**

##### **Harrison School**

##### **3-6 Deputy Principal**

##### **School Leader B \$154,033, Canberra (PN: 11946)**

Gazetted: 07 September 2022

Closing Date: 14 September 2022

**Details:** Harrison School is seeking an experienced primary school leader with strong interpersonal skills to effectively lead and manage learning progress and well-being for all students.

The successful applicant will work collaboratively as a member of our senior leadership team to build the efficacy of school leaders, teachers and support staff and lead a positive change and innovation agenda in a P-10 setting.

**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 \(act.gov.au\)](https://www.act.gov.au/wwvp)

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

**How to Apply:** Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

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

Contact Officer: Grace Brassington (02)61422200 Grace.Brassington@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.

**Communications, Engagement and Government Support**

**Communications and Engagement Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 07337)**

Gazetted: 07 September 2022

Closing Date: 21 September 2022

**Details:** Are you looking for an exciting opportunity to deliver creative and engaging communications? Are you passionate about public education and love engaging with school communities?

If you work well in a team, are self-motivated and proactively look for solutions, we'd love to hear from you!

The Education Directorate's Communications and Engagement team is looking for passionate and innovative professional to join our dynamic team.

This position works collaboratively within a multidisciplinary team to develop and deliver communications and engagement projects for Education's Infrastructure and Capital Works projects.

We are looking for an organised individual who has a proven ability to manage tasks within tight timeframes, build relationships and communicate effectively.

This communication and engagement professional will work collaboratively with school communities and stakeholders and support us in sharing the great stories behind the expansion, upgrading and building of great new schools for our growing city.

This role is an exciting opportunity for an enthusiastic and motivated communications professional with a passion for communications and engagement.

**Notes:** A merit pool may be established from this selection process and may be used to fill similar vacancies over the next 12 months.

**How to Apply:** Candidates are asked to submit a two-page pitch addressing the behavioural capabilities, professional/technical skills and knowledge and compliance requirements/qualifications as outlined. Please include your curriculum vitae and the names of two referees.

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

Contact Officer: Sally Van Aalst (02) 6207 6101 Sally.VanAalst@act.gov.au

**School Performance and Improvement**

**Belconnen**

**UC Senior Secondary College Lake Ginninderra**

**Administrative Services Officer**

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 15510)**

Gazetted: 05 September 2022

Closing Date: 12 September 2022

**Details:** ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning.

UC Senior Secondary College Lake Ginninderra is an ACT Government college (Year 11/12) 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.

The College is seeking for an enthusiastic and dedicated person, with exceptional customer service skills to join the team as a Finance Officer. Working closely with the Principal and the Business Manager, the position provides high level support in all aspects of the financial procedures and processes within the school. The role requires excellent organisation and administration skills with proficiency with a variety of computer applications, databases and spreadsheets, and a focus on best practice business processes. 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**

Must have current ACT Working With Vulnerable People (WWVP) Registration

This position is required to work during stand down periods between school terms to undertake duties as directed. This will be subject to negotiation with the principal/business manager prior to commencing in this role.

**HIGHLY DESIRABLE**

First Aid Certificate or a willingness to undertake appropriate training.

Financial qualifications or relevant experience

Knowledge of school specific software including Sentral and Xero

**Note:** This is a temporary position available from 10 October 2022 up until 10 October 2023 with possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** A 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

**Communications, Engagement and Government Support**

**Communications and Engagement**

**Director, Communications and Engagement, Infrastructure and Capital Works**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44604)**

Gazetted: 06 September 2022

Closing Date: 20 September 2022

**Details:** Are you a communications and engagement specialist with a flair for creating engaging content and consultation opportunities? Are you passionate about public education and want to help tell the stories of our ACT public schools?

The Education Directorate has a unique opportunity for a senior officer to lead the communications and engagement program for its infrastructure and capital works program. This ranges from new schools, school modernisations, expansions, upgrades, repairs and maintenance works.

The ACT Government has made significant investment in public education infrastructure and is committed to investing in building and expanding schools.

This is a unique opportunity to work across our 90 ACT public schools and their school communities to help them shape a range of projects in their local area.

**Note:** This role is available for a period of up to six months with the possibility of extension and/or permanency. A merit pool may be established from this selection process and may be used to fill future similar vacancies over the next 12 months.

**How to apply:** Candidates are asked to submit a two-page pitch addressing the behavioural capabilities; professional/technical skills and knowledge; and compliance requirements/qualifications as outlined. Please include your curriculum vitae and the names of two referees.

**Applications should be submitted to the contact officer.**

Contact Officer: Sally Van Aalst (02) 6207 6101 Sally.VanAalst@act.gov.au

**People and Performance**

**Belconnen Network**

**Macquarie Primary School**

**Staffing Coordinator**

**School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 35950)**

Gazetted: 06 September 2022

Closing Date: 20 September 2022

**Details:** Macquarie Primary School is a preschool to Year Six school located in Belconnen. We are looking for a person to fill the role of Staffing Coordinator. The successful candidate will have the ability to think and act in a busy operational environment and possesses excellent interpersonal, organisational and communication skills. Working closely with members of the executive team you will be responsible for booking day-to-day relief staff to cover classes and programs. You will also be responsible for communicating all roster changes to the whole school. The successful candidate will be able to think on their feet and be skilled at solving puzzles and finding solutions.

Your duties will also include supporting the management of front office counter, answering phone calls, responding to queries, administering first aid and records management. In addition, you will provide support in the daily management of student attendance, coordination of school excursions and supporting the executive team with administration tasks as required.

The applicant will have high level interpersonal skills and be able to remain calm under pressure. Experience in the use of School Administration System (SAS) as well as Word, Excel and Outlook will be highly regarded. The applicant should be able to prioritise and manage workflow.

This role requires flexibility and the ability to be contactable out of school hours. Time off in lieu arrangements will be coordinated with the Business Manager to compensate for time spent coordinating staffing out of hours.

**Eligibility/other requirements:**

This position requires a Working with Vulnerable People (WWVP) Registration prior to commencing in this role.

Highly Desirable: First Aid Certificate or a willingness to undertake appropriate training. Qualification or experience in a related role

**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 response to the Selection Criteria (maximum two pages) curriculum vitae and details for two referees, including your current supervisor.

**Applications should be submitted via the "Apply Now" 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: Ann Walker (02) 6142 1550 [Ann.Walker@ed.act.edu.au](mailto:Ann.Walker@ed.act.edu.au)

**Office for Schools**

**North/Gungahlin**

**Harrison School**

**Deputy Principal**

**School Leader B \$154,033, Canberra (PN: 53560)**

Gazetted: 02 September 2022

Closing Date: 9 September 2022

**Details:** Harrison School is seeking an experienced secondary school leader with strong interpersonal skills to effectively lead and manage for learning progress and well-being for all students.

The successful applicant will work collaboratively as a member of our senior leadership team to build the efficacy of school leaders, teachers and support staff and lead a positive change and innovation agenda in a P-10 setting.

**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 \(act.gov.au\)](#)

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

**How to Apply:** Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet (generates via Apply Now) with two referees.

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

Contact Officer: Grace Brassington (02) 620 59555 [Grace.Brasington@ed.act.edu.au](mailto:Grace.Brasington@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.

## **Business Services**

### **Infrastructure and Capital Works**

#### **Asset Strategies**

##### **System Administrator, Asset Management**

**Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 58618)**

Gazetted: 02 September 2022

Closing Date: 27 September 2022

**Details:** The Asset Strategies section within the Infrastructure and Capital Works (ICW) Branch of the Education Directorate provides facility and asset management for a large and diverse portfolio of ACT public schools and Directorate facilities.

ICW is seeking applications for an IO2 – System Administrator to develop and maintain administrative and operational capability and skills in support of the operation, maintenance and ongoing development of the Education Directorate's Asset Management Software System (AMSS). The position will provide technical support/user training or guidance to internal AMSS users, support stakeholders by creating and maintaining AMSS data and produce and publish asset management data and reports. Other duties include providing input into and assisting in the development of policies, procedures and guidelines related to EDU asset management and the AMSS. Please refer to the position description for a full list of duties.

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

Applicants must 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 relevant to the role. Possession of a 'white card', Asbestos Awareness Training certificate and Working with Vulnerable Persons Card or willingness to complete the required training is also highly desirable.

**Notes:** This is a temporary position available immediately for two years, with the possibility of extension or permanency. This position is located in a city office designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Suitably qualified and experienced applicants should submit a curriculum vitae, a statement of claims addressing the Selection Criteria, and the contact details of two referees.

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

Contact Officer: Jeff Burdett 0468 663 493 [jeff.burdett@act.gov.au](mailto:jeff.burdett@act.gov.au)

## **Business Services Division**

### **People and Performance Branch**

#### **People Cases**

##### **Assistant Director, People Cases**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43946, several)**

Gazetted: 02 September 2022

Closing Date: 16 September 2022

**Details:** Do you have exceptional writing skills and the ability to problem solve complex matters? Do you have demonstrated experience providing advice on complex employment and conduct matters with the ability to manage competing priorities? or a strong background in complex case management or reportable conduct? If this sounds like you, then we want to hear from you!



The People and Performance team within the Education Directorate are seeking a high performing and self-motivated team player to join our People Cases team to provide proactive case management of conduct and reportable conduct matters.

To be successful you will need to have strong analytical skills with the ability to build solid relationships with internal and external stakeholders.

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

**Notes:** There are two positions available, a full-time permanent position and a temporary full-time position available until the 31st of December 2022 with the possibility of extension up to 12 months and or/permanency. Selection may be based on application and referee reports only.

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

**How to Apply:** Applicants are required to provide a maximum two-page pitch outlining their skills, experience and suitability based on the requirements of the role as set out in the Position Description, along with a current curriculum vitae listing two referees (one being a current manager).

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

Contact Officer: Karen Vitler (02) 6205 3429 Karen.Vitler@act.gov.au

## **Business Services**

### **People and Performance**

#### **Recruitment**

#### **Human Resource Officer**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 30807)**

Gazetted: 02 September 2022

Closing Date: 16 September 2022

**Details:** The Human Resource Officer Systems will support the Directorate in providing a range of operational recruitment activities in support of the ACT Public Schools and the Education Support Office.

The Recruitment Section sits within People and Performance Branch and is responsible for education employment support, improving the quality of student learning through attracting, developing, and retaining a skilled and high performing workforce.

The Section provides advice and operational support about staff recruitment and deployment, establishment management, resource allocations, recruitment and movement of staff and conditions of service and staff entitlements.

#### **Eligibility/other requirements:**

This position requires a solid understanding of the HR context or relevant qualifications/experience in a similar role. Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/Practicing Certificate.

Experience and knowledge of Chris21, SAP, SSEMS, UKG Kronos or similar rostering/HR Systems is desirable.

**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.

A combination of home-based working remotely and or Hedley Beare Centre for Teaching and Learning, Stirling ACT.

**How to apply:** Please provide a written response to the Professional and Technical Skills and Knowledge located in the Position Description and a current curriculum vitae of no more than two pages. Please also include two current referees.

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

Contact Officer: Rachel Lesbirel (02) 6205 1555 Rachel.Lesbirel@act.gov.au

## **School Improvement and Performance**

### **South Weston Network**

#### **Melrose High School**

#### **Business Manager- Melrose High School**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 00515)**

Gazetted: 02 September 2022

Closing Date: 9 September 2022

**Details:** This 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 Business Manager at Melrose High School oversees the work of the administration team, including Finance Officer, Executive Assistant/Communications Officer, Student Administration Officer, Reception/Student Attendance Officer, Staffing Officer, Building Services Officer, IT Officer, WEX/ASBA Coordinator, Science and Cooking Assistants and Library officers. In collaboration with the Executive of Inclusive Education, the Business Manager also oversees the Learning Support Assistants offering student support across the school. The Business Manager plays an integral role in supporting the School Board.

**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://www.act.gov.au/wwvp)

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

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

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

#### **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**

#### **Parks and Conservation Service**

#### **Fire Management Unit**

#### **Project Manager, Strategic management trail review**

#### **Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 58816)**

Gazetted: 07 September 2022

Closing Date: 5 October 2022

**Details:** The Parks and Conservation Service (PCS) is a branch of the Environment, Heritage, and Water Division within EPSDD with responsibility for the management of about 70% of the ACT including Nature Reserves, National Parks, commercial softwood forests and rural lands.

you will be responsible for asset management planning and implementation across the PCS unsealed management trail network covering approximately 3000km. The network crosses wilderness area, national park, designated catchment, nature reserves, special purpose reserves and commercial plantations.

The management trails are used for response to bushfires and other emergencies, general land management functions and a range of recreational pursuits including walking and cycling to high impact car rallies. They provide access to critical infrastructure including Canberra’s water supply, electricity distribution networks, air services and communications infrastructure. In addition, they provide strategic bushfire control lines and are utilised in planned burning operations as well as unplanned wildfires.

The position will be responsible for delivering a comprehensive asset management plan for the ACT Parks and Conservation Service Management trail network, developing a ten year capital program and establishing a functional unit to deliver the asset management plan.

You will also prioritise the review and update of management trail standards to align with statutory, policy and operational demands.

As a senior leader within PCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing

appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a value-based leadership style.

**Eligibility/other requirements:**

Tertiary qualifications in civil engineering and/or related technical disciplines is highly desirable.

Relevant industry experience is highly desirable.

Procurement, project management/contract management skills are highly desirable.

This position does require a pre-employment medical.

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

**Note:** This is a full-time temporary position for two years.

**How to apply:** Please submit a written application addressing the selection criteria limiting responses to 350 words per criteria, along with your current curriculum vitae, listing two referees and their contact detail

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

Contact Officer: Stephen Alegria (02) 6207 9833 Stephen.Alegria@act.gov.au

**Environment, Heritage and Water**

**Water Policy**

**Assistant Director, senior water policy officer**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 19419)**

Gazetted: 07 September 2022

Closing Date: 14 September 2022

**Details:** This is an exciting opportunity to join a team that is responsible for establishing the new Office of Water within the ACT, delivering new policy initiatives and strategy, and working on national and Murray-Darling Basin water reforms.

The successful person will be required to engage with inter-state government officials to support the ACT on national and Basin water reform committees, and lead new projects for water policy development with minimal supervision. To meet the duties of this role requires the preparation of written briefing materials for government that is of a high standard.

This position will suit a person who is motivated by transformative policy development and enjoys engaging with stakeholders within and external 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/Requirements**

Experience in inter-governmental relations and government processes is required for this senior role in the policy team. Knowledge of water issues within the ACT is desirable but not essential

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

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

Two-page statement addressing the Selection Criteria and duties for the position

Curriculum vitae

Contact details of at least two referees.

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

Contact Officer: Ryan Breen 02 6207 8268 Ryan.Breen@act.gov.au

**Environment**

**ACT Parks and Conservation Service**

**Volunteer and Visitor Experience**

**Ranger Assist Volunteer Coordinator**

**Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 48236)**

Gazetted: 05 September 2022

Closing Date: 19 September 2022

**Details:** The Volunteer and Visitor Experience team is a section within the ACT Parks and Conservation Service (PCS) that facilitates community and volunteer engagement in land management programs, builds partnerships in conservation and recreation management and coordinates ACT wide visitor management and educational interpretation programs. The team works with industry partners to develop high quality nature-based tourism

experiences and the development of commercial tour operator and events management procedures to facilitate appropriate use of ACT national parks and reserves.

The Ranger Assist Volunteer Coordinator is committed to supporting and engaging PCS staff and volunteers through developing exciting, innovative and diverse opportunities which will strengthen the relationships between PCS and the community. The position will manage the Ranger Assist stream of the ParkCare volunteer program and work collaboratively with PCS staff and the volunteer management team.

The main duties of the position includes working with PCS rangers to plan and implement volunteering activities across the PCS Estate, working alongside volunteers at volunteering activities and ensuring volunteer activities are consistent with the ACT Parks and Conservation Service Volunteer Policy 2018.

The Ranger Assist Volunteer Coordinator is expected to work with minimal supervision as part of a small team, exercise independent judgement and autonomy as necessary, and display a high degree of self-motivation, drive and enthusiasm.

This position is required to work a roster working on weekends and outside core business hours, and participate in bush fire fighting activities when necessary as a member of the Parks Brigade.

This position is primarily a field based position, based out of the Stromlo PCS depot.

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/Requirements**

##### **Mandatory:**

Be prepared to wear a uniform;

Possess a manual drivers' licence.

Be prepared to work a roster including weekends and public holidays.

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:**

Tertiary qualifications or experience relevant to natural or cultural resource management and/or volunteer management are desirable but not essential.

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

Selection may be based on application and referee reports only.

**How to Apply:** Please submit a written application addressing the selection criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

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

Contact Officer: Lauren McQueen 0481 914 508 [lauren.mcqueen@act.gov.au](mailto:lauren.mcqueen@act.gov.au)

#### **Environment, Heritage and Water**

##### **Conservation and Water Planning and Policy**

##### **Parks Planning and Policy Section**

##### **Assistant Director**

##### **Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 55120)**

Gazetted: 06 September 2022

Closing Date: 20 September 2022

**Details:** This position is part of a small team that drafts reserve management plans for the ACT's national parks and reserves.

The position would suit a team player with strong writing skills who enjoys collaborating with staff and external stakeholders to draft and report on statutory management plans for ACT's conservation estate. The role involves leading community and government agency consultation and liaison to inform plans, strategies and policies.

The ACT Public Service (ACTPS) operates on a one government service model. The ACTPS is a values-based service based on its core values of respect, innovation, collaboration, and integrity.

**Eligibility/other requirements:** Your suitability for this position will be assessed based on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities and any other Eligibility/Other requirements listed in the relevant Position Description.

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

Selection may be based on application and referee reports only.

This position is located in a new workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk.

Flexible workplace options are available.

**How to apply:** Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria in relation to the primary duties/responsibilities and eligibility/other requirements of the role, and a current curriculum vitae.

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

Contact Officer: Brian Prince (02) 6207 2125 [Brian.Prince@act.gov.au](mailto:Brian.Prince@act.gov.au)

## Environment

### ACT Parks and Conservation Service

#### Parks and Partnerships

#### Ranger In Charge

#### Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 37540)

Gazetted: 05 September 2022

Closing Date: 19 September 2022

**Details:** The Ranger-In-Charge position is responsible for the supervision of Rangers, Technical Officers and Field staff in the coordination and delivery of a broad range of conservation and land management programs within a specific management unit.

The position is outcome focused and works closely with the Area Manager in ensuring the efficient and effective delivery of coordinated programs, adhering to the development of operational works and risk management plans.

The Ranger-In-Charge also maintains effective and courteous relationships with all other stakeholders including neighbours, other government agencies and members of the public.

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/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 \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

##### Highly Desirable

A degree in natural resource management with diversified experience of 5-8 years plus AND/OR equivalent associated natural resource management qualifications (eg. cert IV, associate diploma) and extensive experience in a relevant field.

##### Manual Drivers licence

Infectious Waste and Sharps,

Chainsaw – Trim and Crosscut,

Chem Cert III and IV,

ATV and/or Quad Bike, 4WD,

Remote Area First Aid, Senior 1st Aid,

Workplace Health and Safety Induction (White Card) or willingness to obtain; **General Construction Induction Card (White Card)**

**Notes:** This is a temporary position available from the 1st of November until the 30th of June 2023, with the possibility of permanency.

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

Selection may be based on application and referee reports only.

**How to Apply:** Please submit a written application addressing the selection criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details. Applications should be submitted via the Apply Now button below.

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

Contact Officer: Oliver Orgill 0422 914 531 [Oliver.Orgill@act.gov.au](mailto:Oliver.Orgill@act.gov.au)

**Business, Governance and Accountability**

**Finance, Information and Assets**

**Strategic Finance**

**Senior Director - Business Services and Sustainability**

**Senior Officer Grade A \$157,201, Canberra (PN: 44877)**

Gazetted: 02 September 2022

Closing Date: 16 September 2022

**Details:** The position of Senior Director – Business Services and Sustainability is a challenging and demanding role responsible for managing the procurement, facilities, fleet, accommodation, security and sustainability aspects of a of multi-disciplinary Directorate.

The Senior Director – Business Services and Sustainability is a senior member of the Finance, Information and Assets team and currently reports to the Chief Financial Officer.

The role is responsible for:

managing the Business Services and Sustainability team to deliver key deliverables,  
developing and maintaining policies and processes to ensure they comply with compliance with relevant requirements and better practice,  
ensuring the adequate and timely delivery of all facilities and accommodation related programs / work / projects in accordance with EPSDD's Strategic and Corporate plan,  
Reviewing and administering activities associated with the management of EPSDD's property and accommodation including facilities management and maintenance, fleet management and security,  
developing and maintaining a client focused culture,  
implementing better governance around procurement,  
liaising with other teams to ensure seamless reporting and control, and  
other tasks as required.

**Eligibility/Other Requirements:**

Substantial experience in managing property portfolios ideally within an environment including but not limited to:

Leasing

Property management

Facilities management

Procurement

Security

Financial Management

Corporate administration (including Fleet Management)

Comprehensive understanding of:

working with all levels of Executive Management, senior representatives of external organisations and agencies,  
manage portfolios with a range of complex issues and competing priorities,  
meet budgets, reduce expenditure whilst maintaining continuity of services and meet KPI's,  
maintain up to date knowledge of industry standard and practice, and implement within policies and procedures.

**Highly Desirable:**

Experience in Government Procurement Framework and guidelines and sustainability management.

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

**How to Apply:** Applicants should respond by addressing the Selection Criteria - no more than two pages maximum. Please also provide a curriculum vitae.

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

Contact Officer: Thao Le (02) 6207 3042 Thao.Le@act.gov.au

**Corporate Services and Operations**

**Governance, Compliance and Legal**

**Legal Policy and Information Access**

**Information Governance Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43002)**

Gazetted: 02 September 2022

Closing Date: 9 September 2022

**Details:** Do you have a strong passion for enabling open and transparent government? A commitment to supporting the Canberra community's access to government records? A drive to deliver high-level customer service? If you have a secret (or not so secret) love for information governance, then this is the job for you! The Information Governance Team plays a key role within the Environment, Planning and Sustainable Development portfolio in developing, promoting and delivering initiatives to achieve open government and maintain compliance with the *Territory Records Act 2002*, *Freedom of Information Act 2016* and *Information Privacy Act 2014*.

As an Information Governance Officer with EPSDD, you will work as part of a passionate, collaborative, dynamic and supportive team responsible for providing timely responses to information access requests, accurate legislative and policy advice to internal and external customers and Information Officers and contribute to ongoing improvement in information governance maturity and open government across the portfolio.

To succeed in this role you will be approachable, engaged and engaging, have a strong understanding of, and passion for, information access and governance, and a commitment to meeting strict deadlines.

Previous experience working in an information access role or with Objective EDRMS is highly desirable.

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 strongly encouraged to apply.

**Note:** This is a temporary position available until 30 June 2023, with the possibility of extension and/or permanency dependant on work and operational 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. 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.

**How to apply:** Please submit a response of no more than two pages outlining how your qualifications and experience demonstrate your skills, knowledge, and behaviour against the Selection Criteria.

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

Contact Officer: Melinda Hughes (02) 6207 6502 Melinda.Hughes@act.gov.au

## Corporate Services

### Finance, Information and Assets

#### Finance

#### Director – Finance Information Systems (TM1)

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 38500)**

Gazetted: 01 September 2022

Closing Date: 19 September 2022

**Details:** Director Finance Information Systems provides an exciting opportunity for a motivated individual to lead the directorate Financial Information Systems, making a valuable contribution to Environment, Planning and Strategic Development. Within this role you will be responsible for development and maintenance of financial systems, tools reports and other solutions within TM1 and other reporting software. You will work closely with other stakeholders to ensure development and maintenance of various processes, databases and systems to capture information correctly to assist the directorate in managing its resources. 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:**

Extensive experience in a similar role developing and maintaining a TM1 database and environment is required. Strong computer and excel skills are highly desirable.

**Notes:** This is a temporary position available for three years initially 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.

**How to Apply:** To apply please complete the online application form and attach both:

A two page pitch outlining the skills, expertise and experience you will bring to the role.

A curriculum vitae.

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

Contact Officer: Stuart Wall (02) 6205 0760 Stuart.Wall@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)

#### **Chief Information Officer**

**Temporary Vacancy (immediately until 30 October 2022)**

**Justice and Community Safety Directorate**

**Corporate**

**Position: E710**

**(Remuneration equivalent to Executive Level 1.2)**

Reporting to the Chief Operating Officer, the Chief Information Officer (CIO) works in partnership with JACS business units, the Chief Digital Officer, ACT Government ICT executives and CIO's to facilitate and deliver the digital, data and IT strategies for Justice and Community Safety (JACS). As an executive leader, the CIO guides the directorate on delivering technology, providing strategic and technical advice for JACS in respect of business objectives in line with WhoG priorities.

In collaboration with JACS business areas, the CIO will develop and implement an IT / Digital Strategic Plan in alignment with WhoG strategies, which sets out accountabilities and responsibilities in the management of the technological performance and outcomes of JACS, including:

- Implementation of the roadmap to transition legacy systems to new technologies.
- Prioritisation of programs and projects that create value for JACS, ensuring business goals and requirements align with the overall business needs and technology strategy.
- Governance and compliance with relevant policies and procedures in the delivery of digital and IT projects and programs.
- Building and maintaining strong partnerships with the Office of the Chief Digital Officer and other ACT Government ICT executives to promote information exchange and learnings, modelling and encouraging these behaviours to the branch.
- Strong leadership of the branch, including building capability and encouraging development.
- Collaboration across organisations to facilitate the implementation of technology to support business outcomes.

**To apply:** Interested candidates should submit an Expression of Interest of no more than two pages and current curriculum vitae (including the contact details of two referees) via email to [Danielle.Krajina@act.gov.au](mailto:Danielle.Krajina@act.gov.au) **COB**

**Friday 9 September 2022.**

**Remuneration:** The position attracts a remuneration package ranging from **\$266,764 - \$277,429** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$237,008**.

**Contact Officer:** Danielle Krajina (02) 6207 4813 [Danielle.krajina@act.gov.au](mailto:Danielle.krajina@act.gov.au)

#### **ACT Courts and Tribunal**

**Registry Operations Branch**

**Circle Sentencing**

**Court Support Officer - Circle Sentencing**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 48035)**

Gazetted: 06 September 2022

Closing Date: 13 September 2022

**Details:** Are you passionate about Indigenous justice? Do you want to play a key role in assisting the Courts help Indigenous clients turn their lives around? Are you a team player and love client service?

If you said **yes** to all three, we have a unique opportunity for you in our Circle Sentencing Courts team as the **Court Support Officer**.



**Galambany and Warrumbul Courts** are specialised courts within the ACT Magistrate's and Children's Courts that focus on alternative sentencing methods for Aboriginal or Torres Strait Islander adult defendants and young people respectively. It is a type of restorative practice that aims to provide culturally relevant and effective sentencing options for Aboriginal and Torres Strait Islander people by incorporating Elders and cultural aspects into the Court sentencing process.

**The Role:**

In this dynamic role, you will assist to administer Circle Sentencing Courts proceedings and coordinate activities by managing referrals, assessments, conferences, check-ins and sentencing sessions. Also, you will deal with clients, their families and legal representatives to provide client service and cultural support, as well as liaise with various stakeholders and support services to meet clients' needs.

Together with the Circle Sentencing Coordinator, you will work across the organisation, the ACT Government and the community to develop and implement initiatives aimed at preventing or reducing Aboriginal and Torres Strait Islander peoples contact with the justice system.

You will provide advice to ensure the policy and procedures which govern Circle Sentencing are culturally safe, gender and trauma informed, and evidence led. And you will also form relationships with other teams across the justice and community service-related agencies to learn from each other and to help address barriers impacting access to justice.

You will work as part of the broader team, which is the face of the Courts Registry and deals with a wide variety of clients, enquiries, transactions and documents. You will never be bored in your job as no two days are the same. This is a great opportunity for anyone who's interested in a career in court administration. As we say, start here and go anywhere!

This role is open only to Aboriginal and Torres Strait Islander candidates. It is an identified position in line with section 42 of the *Discrimination Act 1991* (ACT).

**About You:**

The ACT Courts and Tribunal is seeking a capable, resourceful, passionate and client service-focused individual to take up a very rewarding, interesting and important function.

This role is perfect for a self-starter who has excellent customer service, prioritisation and time-management skills. You will work under a broad direction of your manager and will be responsible for achieving outcomes across key areas of administration, coordination and client service.

You will bring your Indigenous expertise to the role and will use your experience and understanding of trauma informed practices and restorative justice principles to inform the Courts practices and procedures.

You will work with your colleagues to educate them about Indigenous justice issues, to build understanding about how best to provide culturally-appropriate service, as well as to link with other parts of the service – e.g., Indigenous Liaison Officers – to produce good results for clients.

It is a busy role so you must thrive in meeting deadlines while achieving high levels of quality and accuracy. Your digital skills will be polished, especially in MS Office, and so will be your ability and aptitude to quickly learn our IT systems.

If all this sounds like 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.

**Eligibility/Requirements**

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

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

The Selection Committee may also ask the candidates to complete a work sample test or attend an interview.

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

**How to Apply:**

Please use the link in this ad to submit, in a PDF format, the following:

Your **up-to-date curriculum vitae** (max three pages),

**Details of your two referees** (one of which must be your current supervisor/manager), and

A **pitch** (maximum 900 words) which outlines:

Your understanding of circle sentencing and how the restorative principles fit into this type of justice process – maximum max 300 words; and

Why you are interested in this role, what you would bring to it, and how you and your experiences to date demonstrate the skills, knowledge and capabilities required for the role (as outlined in the Position Description under 'What You Require' heading) – maximum 600 words.

**Tip:** When writing your pitch, do not just make claims of what you did. But using the STAR model to structure your examples to show your suitability against the capabilities. There is no need to address each capability separately. Tell us quickly what you did, expand on how you did it and most importantly, justify why you did it. For more information, please refer to page 9 of the Applicant Information Kit available from:

<https://www.jobs.act.gov.au/how-we-hire/prepare-your-application>. There is no need to address each capability separately.

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

Contact Officer: Michele Abel (02) 6205 2762 Michele.Abel@courts.act.gov.au

## **ACT Emergency Services Agency**

### **ACTFR CFU Membership Officer**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 46771)**

Gazetted: 06 September 2022

Closing Date: 20 September 2022

**Details:** The Emergency Services Agency is seeking applications from community minded, highly motivated and organised people for the role of Community Fire Unit (CFU) Membership Officer. This role provides administrative support to the ACT Fire and Rescue's (ACTFR) Community Fire Unit (CFU) Coordinator, as well as other team members of the ACTFR Training and Development team.

The membership officer provides a range of services to the volunteer workforce that make up the ACTFR Community Fire Units across the Territory. This includes participating in community engagement activities, assisting with the management of CFU member welfare, learning and development management, engagement with volunteers and other staff internal and external to ACTFR and the use of ACTFR Community Fire Unit (CFU) information systems.

The successful applicant will be energetic and enthusiastic and will provide accurate, timely, high quality, customer focused membership services in a small team environment. The role requires a person who can assist with continuous improvement of policy and procedures, as well as support to the Station Officer CFU Coordination with financial and budget matters, including payments and account preparation of purchase orders.

Ideal applicants would be familiar with the unique needs of working with a volunteer workforce as well as having a commitment to high quality customer service. Excellent record keeping skills, attention to detail and written and oral communication skills are essential.

ACTFR supports workforce diversity and is committed to creating an inclusive workplace for all staff.

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

A Current ACT Working with Vulnerable People Registration (or proof of an application in progress) is required for this role.

A Current 'C' Class drivers licence.

Relevant qualifications and competencies in training and education are desirable, but not essential.

Knowledge and experience of a volunteer workforce would be an advantage.

**Note:** This is a temporary position available for a period of six months. This position involves occasional work after hours and at weekends, including attending meetings, local Unit visits, and through periods of operational response. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Applicants are asked to submit a written response of no more than two pages, which demonstrates suitability against the listed Selection Criteria, together with a copy of your current curriculum vitae and the contact details for two referees.

Applicants will need to provide the written response to the criteria, your curriculum vitae.

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

Contact Officer: Damian Parkes 02 6207 8454 Damian.Parkes@act.gov.au

## **ACT Corrective Services**

### **Custodial operations**

#### **Heating Ventilation Air-Conditioning and Refrigeration (HVACR) Supervisor**

#### **Building Trade Inspector \$101,055 - \$114,928, Canberra (PN: 38288)**

Gazetted: 05 September 2022

Closing Date: 3 October 2022

**Details:** ACT Corrective Services (ACTCS) is seeking a highly motivated, experienced and suitably qualified person to fill the position of Heating Ventilation Air-Conditioning and Refrigeration (HVACR) Supervisor (BTI). This position is based at the Alexander Maconochie Centre in Hume.

Working closely with the Facilities Management and Custodial Operations teams, the HVACR Supervisor will be responsible for planned and reactive maintenance, repairs, installation, renovations optimisation and upgrades to ACT Corrective Services heating, ventilation, air-conditioning and refrigeration infrastructure, control systems and fixtures, to ensure that facilities are safe, humane, compliant, comfortable, cost effective and of a high quality. In addition, you will supervise, coach, train, instruct and work with detainees, where practical, to develop their work skills in order to enhance their post-release employment opportunities, and contribute to the development of a cooperative, high performance work group.

Further to this, you will ensure compliance with manufacturers recommendations, Australian Standards, the Building Code of Australia, as well as local and Corrective Services specific regulations, Work Health and Safety Regulations and best practice guidelines.

To be successful, you will possess exceptional interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders and demonstrated expertise in electronic, computer and software-based control systems including building management systems, refrigeration, heating and commercial air-conditioning controllers.

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/Requirements**

#### **Compliance Requirements/Qualifications**

7. Background, criminal history and security clearance checks will be conducted.
8. The occupant of this position will be required to:
  - Hold an Australian recognised occupational trade qualification in Airconditioning and Refrigeration (minimum Certificate III level) with a minimum five years trade experience post apprenticeship.
  - Hold a refrigerant handling and storage licence or have the ability to obtain.
  - Hold a restricted electrical licence.
  - Hold an unrestricted drivers licence (minimum class C).
  - Pass a pre-employment medical.
  - 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/wwvp)
  - Undertake parts of the duties outside normal business hours.
  - Work a rotating on-call roster.
  - Provide backfill support to the Facilities Management unit.
  - Work across all ACT Corrective Services sites.
5. Qualifications in one or more of the following sectors is highly desirable:
  - Australian recognised trade qualification in Electrical (Certificate III Level).
  - Project Management.
4. Experience working within a custodial or secure environment is highly desirable.

**How to Apply:** To apply, applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae, including the names and contact details of two referees (one of which should be your current supervisor); and (3) a copy of your driver's licence. Please ensure you submit all required items.

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

**Contact Officer:** Mark O'Keeffe (02) 6207 6044 [Mark.O'Keeffe@act.gov.au](mailto:Mark.O'Keeffe@act.gov.au)

**ACT Courts and Tribunal**

**Administration**

**Corporate Services and Strategy/Corporate Information Systems**

**Director, Strategic Programs**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58767)**

Gazetted: 06 September 2022

Closing Date: 4 October 2022

**Details:** The ACT Courts and Tribunal (ACTCT), Corporate Services and Strategy Branch is responsible for delivering a range of corporate and strategic services that support the operations of each court and ACAT.

The Director, Strategic Programs is pivotal in managing programs and vendor relationships for ACTCT. As such, an individual with the following skills and experience will find this position challenging and exciting:

Strong leadership, management, and negotiation skills

Demonstrated experience in delivering digital and data-related projects

Demonstrated ability to strategise and implement high-level program initiatives

This role contributes directly to the ACTCT strategic intents to develop its digital and data capabilities.

**Eligibility/other requirements:**

Relevant tertiary qualifications or relevant experience in program and project management is highly desirable .

Experience with ICT projects is desirable.

Police checks may be conducted.

This position does not require a pre-employment medical.

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

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

**How to apply:** Please use the *Apply Now* link located below and submit the following documents in PDF format:

Your up-to-date curriculum vitae (max three pages)

A **two-page** pitch which outlines your ability and experience to perform the role, this includes the Professional/Technical Skills and Knowledge and Behavioural Capabilities which can be found in the Position Description.

The contact details of **two** referees.

**Applications should be submitted via the “Apply Now” below:**

Contact Officer: Zhong Zheng (02) 6207 1427 Zhong.Zheng@Courts.act.gov.au

**ACT Courts and Tribunal**

**Administration**

**Corporate Services and Strategy/Corporate Information Systems**

**Director, Strategic Transformation**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58768)**

Gazetted: 06 September 2022

Closing Date: 4 October 2022

**Details:** The ACT Courts and Tribunal (ACTCT), Corporate Services and Strategy Branch is responsible for delivering a range of corporate and strategic services that support the operations of each court and ACAT.

The Director, Strategic Transformation is pivotal in the successful implementation of the change program for ACTCT. This role contributes directly to the ACTCT's Strategic Intent and 2022-23 Business Plan.

**Eligibility/other requirements:**

Relevant tertiary qualifications or relevant experience in change management is highly desirable

Police checks may be conducted. This position does not require a pre-employment medical. This position does not require a Working with Vulnerable People Check.

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

**How to apply:** Please use the *Apply Now* link located below and submit the following documents in PDF format:

Your up-to-date curriculum vitae (max three pages) A two-page pitch which outlines your ability and experience to perform the role, this includes the Professional/Technical Skills and Knowledge and Behavioural Capabilities which can be found in the Position Description.

The contact details of two referees.

**Applications should be submitted via the “Apply Now” below:**

Contact Officer: Zhong Zheng (02) 6207 1427 Zhong.Zheng@Courts.act.gov.au

## **ACT Courts and Tribunal**

### **Administration**

#### **Corporate Services and Strategy/Corporate Information Systems**

##### **Assistant Director, Projects**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58769)**

Gazetted: 06 September 2022

Closing Date: 4 October 2022

**Details:** The ACT Courts and Tribunal (ACTCT), Corporate Services and Strategy Branch is responsible for delivering a range of corporate and strategic services that support the operations of each court and ACAT.

The Assistant Director, Projects is pivotal in managing projects and stakeholder relationships for ACTCT. As such, an individual with the following skills and experience will find this position challenging and exciting:

Strong project management skills and experience

Strong communication, negotiation, and relationship-building skills

This role contributes directly to the ACTCT strategic intents to develop its digital and data capabilities.

You will be responsible for coordinating and managing projects effectively, driving them to successful completion, and building and maintaining sound stakeholder relationships. You will also be responsible for delivering agreed outcomes, ensuring projected benefits are realised, and ensuring project governance alignment.

##### **Eligibility/other requirements:**

Relevant tertiary qualifications or relevant experience in project management is highly desirable

Experience with ICT projects is desirable.

Police checks may be conducted.

This position does not require a pre-employment medical.

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

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

**How to apply:** Please use the *Apply Now* link located below and submit the following documents in PDF format:

Your up-to-date curriculum vitae (max three pages)

A **two-page** pitch which outlines your ability and experience to perform the role, this includes the Professional/Technical Skills and Knowledge and Behavioural Capabilities which can be found in the Position Description.

The contact details of **two** referees.

**Applications should be submitted via the “Apply Now” below:**

Contact Officer: Zhong Zheng (02) 6207 1427 Zhong.Zheng@Courts.act.gov.au

## **Corporate Services**

### **Governance and Business Improvement**

#### **Directorate Liaison Officer**

##### **Senior Officer Grade A/B/C \$114,928 - \$157,201, Canberra (PN: 02410)**

Gazetted: 02 September 2022

Closing Date: 9 September 2022

**Details:** The JACS Directorate Liaison Officers (DLOs), under direction from the Senior Director MSU, are responsible for the coordination of information and workflow between the directorate and Minister's Offices in support of the JACS portfolio Ministers and JACS Executives.

There are currently three JACS DLOs with one supporting the Attorney-General, one supporting the Minister for Police and Emergency Services and the Minister for Corrections, and one supporting the Minister for Human Rights and Special Minister of State. The successful applicant will be supporting the Minister for Corrections and Minister for Police and Emergency Services portfolios.

The DLOs are also a central point of contact between the Directorate, the Chief Minister, Treasury and Economic Development Directorate's Cabinet Office and Government Business and Coordination teams, other directorates and the Ministers' offices on Cabinet and Assembly business.

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/Requirements**

An understanding of Cabinet, ministerial, ACT Legislative Assembly and machinery-of-government processes is desirable.

Experience in the high-level operation of HPE Content Manager (i.e. TRIM) is desirable.

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

**Notes:** This position will be filled at either the SOGA, B or C level dependant on skills and experience.

Selection may be based on application and referee reports only.

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

**How to Apply:** Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional/Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate

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

Contact Officer: Chris Bartram (02) 6207 6791 Chris.Bartram@act.gov.au

### **ACT Emergency Services Agency**

#### **Operations**

#### **Public Information and Engagement**

#### **Director, Public Information and Engagement**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 07397)**

Gazetted: 05 September 2022

Closing Date: 12 September 2022

**Details:** The ACT Emergency Services Agency (ACTESA), within the Justice and Community Safety directorate is seeking a driven and experienced Director - Public Information and Engagement who can provide strategic direction on issues and media management and creative campaign development. The Director - Public Information and Engagement supports ACTESA in providing the ACT Community with emergency information and education.

The right person will have extensive experience in providing strategic advice and a proven track record for issue management including the ability to identify risks and crisis and managing high-level media issues.

As a senior member of a small team, you will lead a team to develop collaborative, integrated community safety campaigns and initiatives, and work on material that promotes and enhances the Directorate's goals and projects in the Territory. This will include extensive marketing and communications expertise, a strong track-record in campaign management, understanding of creative delivery and media buying. You will have an ability to translate government priorities into campaigns that resonate with the community to drive awareness and action and connect with all types of audiences.

The successful applicant may be required to work outside of normal hours on a rotational 'on-call' roster outside of regular hours or weekends, and in response to emergencies. Additional hours worked will be remunerated in accordance with the relevant enterprise agreement.

ACTESA are seeking someone who can:

Manage sensitive, high-level media liaison, communications and issues management services and advice to senior executives and staff.

Lead a team to develop audience-led creative strategy, design, implementation and evaluation of priority campaigns and creative services.

Work collaboratively to deliver meaningful, high-quality communications, community, and stakeholder engagement to support community safety.

Skills and experience in the management of multiple, concurrent media and project deadlines/priorities with the ability to work in a fast-paced, high-pressure environment.

Demonstrated high work ethic, ability to meet deadlines under limited supervision, exercise initiative in a complex and dynamic work 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:**

Tertiary qualifications in the field of communications and/or a related discipline is highly desirable.

Experience working in a high pressure, fast-paced environment such as emergency services is desirable.

Driver's licence Class C is essential.

This position does not require a pre-employment medical.

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

**How to apply:** Applicants should submit a response of no more than two-pages addressing the position capabilities, demonstrating your suitability against the Professional, Technical Skills, Knowledge and Behavioural Capabilities outlined in the position description attached, together with a curriculum vitae and the contact details of at least two referees.

Please refer to the attached Position Description for further information about the role.

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

Contact Officer: Jason Jones (02) 6207 8437 Jason.Jones@act.gov.au

## Public Trustee and Guardian

### Finance Unit

### Property Team

### Principal Property Officer

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57672)**

Gazetted: 02 September 2022

Closing Date: 9 September 2022

**Details:** At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing financial services, by acting as a Guardian, as a Trustee and by making Wills and administering deceased estates.

We are a happy and diverse staff of 60 people, and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion the vulnerable members of our community. A career at PTG provides you with an opportunity to make a positive difference in someone's life. PTG are seeking applications from motivated and well organised individuals to fill the role of Principal Property Officer in the Finance Unit. The Finance Unit provides Corporate Finance, Investment/Funds Management, Taxation and Property service to PTG and its clients.

The Principal Property Officer is responsible for the overall management of PTG's client property assets, including Real Estate and Personal Property. This successful candidate will undertake routine inspections, preparing high quality reports, briefs, and submissions, attend to Property to arrange valuations/appraisals and oversee quotes for repairs and maintenance as well as insurance. The role oversees the sale of properties including liaising with Real Estate agents and conveyancers.

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

**Eligibility/Other Requirements:** Prior to commencing in this role 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 \(act.gov.au\)](#)

**Notes:** 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.

**How to Apply:** Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing how you demonstrate the Professional/Technical Skills and Knowledge and the Behavioural Capabilities, found in the Position Description. Please provide examples in your response. Applicants should also include a current Curriculum Vitae and the contact details of two referees.

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

Contact Officer: Callum Hughes (02) 6207 9800 callum.hughes@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)

### **Light Rail**

#### **Contracts Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 50742)**

Gazetted: 07 September 2022

Closing Date: 21 September 2022

**Details:** Do you like a challenge and want to be a key part of a high performing team, who work to support a safe and vibrant city? Then this opportunity is for you! We are searching for someone who is enthusiastic about all aspects of procurement.

The Contracts Officer role reports to the Assistant Director, Transaction Management, and is responsible for managing all evaluation aspects of the procurement the Light Rail project.

You will have excellent communication skills and the ability to build and maintain effective working relationships, as you work closely with our internal partners to ensure continuity of processes and guidelines for contract management across Light Rail. You will work collaboratively with the commercial team to promote Light Rail awareness and compliance with ACT Procurement Solutions and ensure contract management is undertaken. You don't shy away from a challenge and thrive in a fast-paced environment with competing priorities and deadlines. You will be a strategic thinker, actively contributing to the development of Light Rail contract management guidelines and procedures.

Ticking all the boxes? We want 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:**

##### ***Desirable***

Relevant tertiary qualifications in an administration or business field will be an advantage.

A good working knowledge of Objective will be an advantage.

An understanding of the ACT government business and administrative processes, or equivalent.

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

Selection may be based on application and referee reports only.

**How to apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Hamish Stephens (02) 6207 8219 [Hamish.Stephens@act.gov.au](mailto:Hamish.Stephens@act.gov.au)

### **Project Development and Support**

#### **Project Management Office**

##### **Project Controls and Reporting**

##### **Assistant Director – Systems and Reporting**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 51400)**

Gazetted: 06 September 2022

Closing Date: 13 September 2022

**Details:** Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Project Management Office Branch is part of the Project Development and Support Group. The PMO Branch consists of the Project Controls Team; Prequalification and Contracts Team and the Project Management and Reporting System (PMARS) Team. The position is within the Project Controls Team and the PMARS Team.

The Project Controls Team are responsible for providing project management leadership and delivering review, verification, and validation of project controls functions to the Designated Projects and the Infrastructure Delivery Partner Group.



The PMARS Team is responsible for the administration and support of the PMARS system and therefore for the maintenance of processes to support quality data input and robust capital works reporting outputs for MPC and across government.

The Assistant Director Reporting and Systems will report to the Project Controls Lead. The Assistant Director Reporting and Systems will also work closely with the Director, PMARS. The key task for the position is to work collaboratively between the Reporting team and the PMARS team to support MPC's reporting activities. The role will require the close consultation and collaboration with the PMARS Team, Directorates and across MPC.

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:**

Tertiary qualifications (or equivalent experience) in engineering, architecture, project management, business/administration management, financial management or construction law.

An understanding of the principles and importance of managing organisational change.

An understanding of the ACT Government's capital works program.

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

This position is available to ACT Government officers and employees only.

**Merit Pool:** 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:** If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than a one page pitch addressing your suitability to the role, a current curriculum vitae and contact details of two referees.

**Applications should be sent to the contact officer.**

Contact Officer: Ralf Sieberer (02) 6205 4613 [Ralf.Sieberer@act.gov.au](mailto:Ralf.Sieberer@act.gov.au)

**Project Development and Support**

**Ministerial, Governance and Corporate Support**

**Corporate Support**

**Assistant Director, Security and Emergency Management**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57770)**

Gazetted: 06 September 2022

Closing Date: 20 September 2022

**Details:** Are you our new Assistant Director, Security and Emergency Management?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Ministerial, Governance and Corporate Support Branch works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards and with key government and non-government stakeholders. The Branch provides leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

Working in a small team, the Assistant Director, Security and Emergency Management undertakes the role of Agency Security Advisor and is responsible for the implementation and ongoing management and reporting of protected security framework and security-related activities within MPC, including: Security Governance; Personnel Security; Physical Security; Information Security; and Cyber Security.

This central role will manage the MPC Security and Emergency Management Program through the implementation of protective security and emergency plans, policies, processes, and assessments. Reporting to the Senior Director, Corporate Support, this role works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

The position description provides more details on this exciting opportunity.

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

- An NV1 Security Clearance is required or the ability to obtain and maintain one is demonstrated
- A current ACT Driver's licence is highly desirable.

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

Selection may be based on application and referee reports only.

Previous applicants need not to apply again.

**How to apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Kylie Bailey (02) 6205 4570 [Kylie.Bailey@act.gov.au](mailto:Kylie.Bailey@act.gov.au)

## **Project Development and Support**

### **Project Development**

#### **Infrastructure Analyst**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 49633)**

Gazetted: 05 September 2022

Closing Date: 19 September 2022

**Details:** Are you our new Infrastructure Analyst?

Do you like a challenge and want to be a key part of a high performing team who are committed to the development of our growing and vibrant city?

The Project Development Section of Major Projects Canberra provides a mix of infrastructure policy support for the agency and early stage development of major construction projects.

The Infrastructure Analyst will be required to support the Project Development section in the development of new Infrastructure projects, business cases, feasibility studies and related analysis. Undertake research and analysis of trends in the local and national infrastructure market and policy, and build and maintain effective working relationships with key stakeholders across 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/Requirements**

##### **Desirable**

- Relevant tertiary qualifications complimentary to the role: for example, financial, economics, business, project management and/or relevant infrastructure related fields.
- An understanding of Government Budget, Policy and/or Procurement processes.
- Experience with infrastructure planning and development of new infrastructure projects or project delivery of infrastructure (Construction).
- A basic knowledge of Risk, Financial Analysis and/or Economic Modelling.

**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:** If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit an application, of no more than two pages, addressing your suitability for the role against the 'Professional/Technical Skills and Knowledge' as well as the 'Behavioural capabilities' from the Position Description, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Jeff Hart (02) 6207 9373 [Jeff.Hart@act.gov.au](mailto:Jeff.Hart@act.gov.au)

## **Canberra Theatre Project**

### **Executive Assistant**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 58267)**

Gazetted: 05 September 2022

Closing Date: 21 September 2022

**Details:** Are you our new Executive Assistant?

The Canberra Theatre project team will be leading the design development and delivery for the redevelopment of the new Canberra Theatre Centre. Lead by the Project Director, Canberra Theatre, the team will be responsible for the procurement, planning, stakeholder and community engagement, design development and construction of a new Canberra Theatre Centre as the foremost Performing Arts Centre in the ACT.

The Executive Assistant is responsible for providing high-level executive support to the Executive Group Manager (EGM) Project Director Canberra Theatre, and administrative support to the broader team. Working closely, under limited supervision, with the EGM, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the diary of the EGM (and other Executives or Senior Officers, as required) including appointment bookings, meetings and preparation of travel arrangements for the broader team.

In addition to that, the Executive Assistant will provide secretariat and administrative support in preparing meeting agendas and minutes, collating reports, briefs and integration of Canberra Theatre Project requirements with MPC Communications, Human Resources, Governance and Finance sections, as well as facilitation of ministerial correspondence. The role requires an ability to prioritise while supporting a diverse team with variable requirements. A high level of independence, proactive approach, impartiality and discretion are also important. Further responsibilities and duties of the role can be found in the Position Description.

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 the use of Objective and Microsoft Office applications is desirable.

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

**How to Apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Daisy Baker (02) 6205 1947 Daisy.Baker@act.gov.au

**Project Development and Support  
Communications**

**Digital Communications Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 48706)**

Gazetted: 01 September 2022

Closing Date: 15 September 2022

**Details:** Are you a dedicated digital communications professional? Capable and committed in all forms of multimedia communications, interactive content with the innate ability to connect and create? If you have a good eye for design, a love of storytelling and all things digital then we have the role for you.

We are seeking applications for the newly created position of Digital Communications Officer at Major Projects Canberra. This role is an exciting opportunity for an enthusiastic and motivated communications professional with a passion for digital communications and content delivery across multimedia channels.

Collaborating within and across teams to develop and distribute high quality content, the successful applicant will create and publish creative and engaging written content, working flexibly to assist in broader content creation, which will also include photography, simple videography, and basic graphic design. This role will also involve engagement with stakeholders, subject matter experts and multidisciplinary teams to support the implementation of engaging and interactive digital content strategies and initiatives.

If you feel you can actively engage in a team environment and positive culture, as part of a broader content and communications team, by demonstrating our core values, celebrating success, and committing to continued learning and development, we want 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/Requirements**

Desirable:

- Relevant tertiary qualifications or a minimum of 3 years' experience working professionally in the fields of communications and multimedia content production, public relations, marketing, or strategic communications is preferred.
- Graphic design skills and capability are desirable.

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

Selection may be based on application and referee reports only.

**How to Apply:** If the above role sounds like you and you would like to be part of a dynamic and dedicated team, please submit no more than two pages, addressing your suitability, a current curriculum vitae and contact details of two referees. Please address the Professional/Technical Skills and Knowledge and the Behavioural Capabilities from the Position Description in your response.

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

Contact Officer: Gerry Murray (02) 6207 6356 [Gerry.Murray@act.gov.au](mailto:Gerry.Murray@act.gov.au)

### **Canberra Hospital Expansion Project**

#### **Executive Assistant**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 45584)**

Gazetted: 01 September 2022

Closing Date: 7 September 2022

**Details:** Are you our new Executive Assistant?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

At over \$600 million, the Canberra Hospital Expansion (CHE) project represents the largest single investment in the Canberra Hospital and will create a future-proofed critical services building around which future developments on the campus will be planned.

The CHE Project Team is responsible for the planning and delivery of a new acute services building on the Canberra Hospital campus.

The CHE Project Team will lead, in close consultation with Canberra Health Services and other key stakeholders, the planning, procurement and delivery of this significant project.

The Executive Assistant is responsible for providing high-level executive and administrative support to the CHE Executive Group Manager. The Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the diary of the EGM (and other Senior Executives as required) including appointment bookings, meetings and preparation of travel arrangements for the broader team. In addition to that, the Executive Assistant will provide administrative support in preparing meeting agendas and minutes, reports, briefs as well as facilitation of ministerial correspondence.

The role requires an ability to prioritise while supporting a diverse team with variable requirements. A high level of independence and impartiality is also important.

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

**Note:** This position is available immediately until August 2023 with 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:** If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Kayla Camaggi (02) 6207 1944 [Kayla.Camaggi@act.gov.au](mailto:Kayla.Camaggi@act.gov.au)

### **Office of the Legislative Assembly**

#### **Committee Support**

#### **Committee Secretary**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 258)**

Gazetted: 05 September 2022

Closing Date: 19 September 2022

Details: Are you interested in our democratic process?

Are you looking for a chance to get in on the ground floor, learning the functions of the ACT Parliament, and contributing daily to its successful administration?

The Office of the Legislative Assembly (the Office) is an impartial statutory agency which provides procedural and administrative advice and support to the Assembly and its committees. It is headed by the Clerk of the Assembly and is governed by the Legislative Assembly (Office of the Legislative Assembly) Act 2012.

Much of the detailed work of the Assembly is done by committees, made up of MLAs from across the parties. A major element of committee work is conducting inquiries into issues important to our communities. Committees are supported by the Office's Committee Support unit whose staff manage the day to day operation of committees and their inquiries by providing impartial procedural advice and practical support through activities such as drafting committee reports meeting papers and other documents, research, organising hearings, and administration.

We are seeking applications from experienced Committee Secretaries who are responsible for managing the work of Assembly committees and providing impartial and accurate procedural advice to committee members. Secretaries also prepare briefing materials for inquiries, analyse evidence, undertake research, draft reports and supervise staff.

Candidates must be able to demonstrate a high degree of professionalism, the ability to build and maintain workplace relationships, and will need to develop a solid understanding of relevant parliamentary practice and procedure.

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

How to Apply: Please submit a written response (maximum 1,500 words) to the criteria in the 'What we are looking for' section in the Position Description including specific examples, along with your curriculum vitae and the names and contact details of two referees (preferably including a current supervisor).

## **Business Support**

### **Security and Building Services**

#### **Senior Attendant**

##### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 373)**

Gazetted: 01 September 2022

Closing Date: 15 September 2022

**Details:** The Office of the Legislative Assembly is seeking an experienced security and customer service professional to fill the role of Senior Attendant.

As the first point of contact, Assembly Attendants play a pivotal role in ensuring that Members, their staff, officials, visitors and public are welcomed and assisted. Under the direction of the Principal Attendant, the Senior Attendant will lead the team of Assembly Attendants and assist with security operations and the preparation of the Chamber.

**Eligibility/Other Requirements:** The successful candidate will be required to :

- have an appropriate level of physical fitness
- be able to work hours on a sitting day that are dictated by the sittings of the Assembly
- undertake on-call duties
- become a qualified First Aid Officer and Deputy Fire Warden

**How to Apply:** Please submit a written application of no more than two pages, responding to the required Selection Criteria in the 'What we are looking for' section 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: Brent Amundson 6205 3876 Brent.Amundson@parliament.act.gov.au

## **Parliamentary Support**

### **Assistant Secretary**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 255, several)**

Gazetted: 05 September 2022

Closing Date: 19 September 2022

Details: Are you interested in our democratic process?

Are you looking for a chance to get in on the ground floor, learning the functions of the ACT Parliament, and contributing daily to its successful administration?

The Office of the Legislative Assembly (the Office) is an impartial statutory agency which provides procedural and administrative advice and support to the Assembly and its committees. It is headed by the Clerk of the Assembly and is governed by the Legislative Assembly (Office of the Legislative Assembly) Act 2012.

Much of the detailed work of the Assembly is done by committees, made up of MLAs from across the parties. A major element of committee work is conducting inquiries into issues important to our communities. Committees are supported by the Office's Committee Support unit whose staff manage the day to day operation of committees and their inquiries by providing impartial procedural advice and practical support through activities such as drafting committee reports meeting papers and other documents, research, organising hearings, and administration.

We are seeking applications from experienced Assistant Secretaries who will provide analysis and advice for Assembly committees, conduct research and produce reports, briefings, and other communications of a professional and publishable standard. Assistant Secretaries provide back-up to, and may act in the absence of, Committee Secretaries as required.

Candidates must be able to demonstrate a high degree of professionalism, the ability to build and maintain workplace relationships, and will need to develop a solid understanding of relevant parliamentary practice and procedure.

Note: There is a permanent and a number of temporary positions available. The temporary positions are available for up to six months with the possibility of extension up to 12 months and/or permanency. A merit pool may be established from this selection process and be used to fill future vacancies within the Committee Support team over the next 12 months.

How to Apply: Please submit a written response (maximum 1,500 words) to the criteria in the 'What we are looking for' section in the Position Description including specific examples, along with your curriculum vitae and the names and contact details of two referees (preferably including a current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: David Monk 6205 0129 david.monk@parliament.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)**

#### **Suburban Land Agency**

##### **Program Solutions**

##### **Sales and Client Services**

##### **Sales and Client Service Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 39615)**

Gazetted: 05 September 2022

Closing Date: 12 September 2022

**Details:** The Suburban Land Agency (the Agency) is seeking an ASO6 Sales and Client Services Officer.

The position will support the sales team in a focused approach to the marketing and sales of residential, industrial, commercial and community land in the ACT. More broadly this role will support the Urban Projects, Sales and Marketing Branch administratively as well as being involved in activities promoting Community Development. The role includes administration and key stakeholder liaison as well as sales campaign implementation and event management. It will provide an opportunity to develop experience in the strategic development of sales campaigns as well as the implementation of new systems, processes and procedures across the Branch.

The key capabilities required include: the ability to communicate efficiently and effectively with influence, work under pressure, on multiple projects and within tight timeframes; impart information on aspects of the sales program; prepare written documentation; support the Sales Campaign Managers in planning and implementing campaigns.

We are seeking a person with a dynamic and enthusiastic approach combined with skills and experience suitable for a sales, administration and events environment. Strong IT skills and attention to detail, and the ability to

develop, maintain and manipulate data for recording and extracting data sets for reporting purposes would be an advantage.

**Notes:** This is an expected temporary vacancy commencing 1 November 2022 to 28 June 2024 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:** Applications are sought from potential candidates for the position of Sales and Client Services Officer. Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than two 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: Kathy Torcasio (02) 6205 3020 [Kathy.Torcasio@act.gov.au](mailto:Kathy.Torcasio@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)**

### **Territory and Business Services**

#### **Libraries ACT**

#### **Public Libraries**

#### **Branch Coordinator**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 37655, several)**

Gazetted: 07 September 2022

Closing Date: 21 September 2022

Details: **Details:** Are you a dynamic and contemporary leader with extraordinary dexterity in juggling a multitude of metaphorical balls, on fire, while riding a unicycle?

Are you on a never-ending quest to discover the treasures of evocative stories?

Do you value diversity? Do you devour books, delight in meeting people, and dream of overseeing fun program delivery?

Do you love talking all things digital evolution and making recommendations to your family and friends?

Do you love spending quality time with your Ken Behrens community?

Libraries ACT needs YOU!

The Branch Coordinator is a leadership role responsible for managing the day-to-day operations of the branch, ensuring excellent customer service through exemplary staff management and motivation, impeccable facilities and merchandising management, and the highest levels of customer service. This position requires extensive liaison between Libraries ACT branches and operations, digital, lifelong learning, collections services and business administration areas, as well as with other businesses within Transport Canberra and City Services, other ACT Government directorates and external organisations.

#### **Eligibility/other requirements:**

This position is mobile and position holders will routinely move between branches after set periods, For example: on an annual or bi-annual basis, as determined by the Libraries ACT.

In addition to the above, willingness to work at any Libraries ACT location, and on occasion at short notice.

This position works on a fortnightly roster that will include a weekend day shift.

Willingness to wear a uniform and abide by the dress code.

Ability to meet the physical requirements of this role (see below for more detail).

Familiarity with standard Information and Communication Technology (ICT) and social media.

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://www.act.gov.au/working-with-vulnerable-people)

**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 provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

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

Contact Officer: Lela Hopkins (02) 6207 6607 [Lela.Hopkins@act.gov.au](mailto:Lela.Hopkins@act.gov.au)

## **Chief Operating Officer**

### **Finance**

#### **External Budgets and Reporting**

##### **External Budgets and Reporting Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58825)**

Gazetted: 07 September 2022

Closing Date: 21 September 2022

**Details:** This position is part of a small and dynamic team reporting to the Director, External Budgets and Reporting. The position plays a key role in supporting the management of the Directorate's external and internal budget allocations as well as maintenance of the systems used and works closely with other members of the Finance team and Treasury in developing both internal and external budgets. The occupant of the position will have the opportunity to assist with coordination of Directorate's performance reporting, management of cash and appropriations, assisting with reviews of Directorate's financial delegations and providing other assistance as required.

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

Tertiary qualifications in commerce and accounting along with professional membership of CPA/CA or comparable bodies preferable.

**Notes:** This is a temporary position available for 11.5 months. Selection may be based on application and referee reports only.

**How to Apply:** Applicants should address the criteria listed in the position description (max 2 pages) with a tailored curriculum vitae.

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

Contact Officer: Nada Kos (02) 6207 7237 Nada.Kos@act.gov.au

## **Transport Canberra and Business Services**

### **Transport Canberra**

#### **Light Rail**

##### **Senior Director Commercial and Contracts**

##### **Senior Officer Grade A \$157,201, Canberra (PN: 41124)**

Gazetted: 05 September 2022

Closing Date: 19 September 2022

**Details:** The Light Rail Operations branch is responsible for overseeing the successful operation of light rail by our contracted partner Canberra Metro and ensuring that the responsibilities of both the Territory and Canberra Metro, under a Public Private Partnership (PPP) agreement, are achieved. The key roles are contract management, contract assurance, asset assurance, performance planning and monitoring and operational and incident management.

The branch manages the interactions with Canberra Metro and leads coordination across the ACT Government of related activities, including emergency services, roads interfaces, legislation, planning approvals and ticketing and revenue protection. Light Rail Operations works closely with Major Project Canberra on future stages of Light Rail in the ACT.

The Senior Director Commercial and Contracts in the Light Rail Operations team is responsible for leading contract management, negotiations and assurance of Canberra Metro's performance and delivery under the Public Private Partnership (PPP) Project Agreement. The Senior Director Commercial and Contracts supports the Executive Branch Manager Light Rail Operations by providing advice on commercial, contractual, and financial elements of light rail operations and preparing reports that reflect these outcomes.

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/Requirements**



- This position requires a pre-employment Rail Worker Health Assessment Category 3.
- 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 \(act.gov.au\)](#)
- The incumbent in this position may be required to participate in drug and/or alcohol testing in accordance with Rail Safety National Law as part of Canberra Metro's safety requirements.
- Experience in a transport (especially rail or light rail), or infrastructure environment is highly desirable.

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

**How to Apply:** Please provide the following: Your curriculum vitae, names, and contact details of two professional referees, a written application of no more than two pages providing evidence of your suitability for the role. Please refer to the Position Description for Selection Criteria and further details of what is required to succeed in the position. Include detailed examples from your experience and achievements.

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

**Contact Officer:** Anthony Haraldson (02) 6207 5345 [Anthony.Haraldson@act.gov.au](mailto:Anthony.Haraldson@act.gov.au)

## Chief Operating Office

### Legal and Contracts Branch

#### Legal and Contract

#### Director, Legal and Contracts

#### Senior Professional Officer Grade B \$135,355 - \$152,377, Canberra (PN: 34313)

Gazetted: 05 September 2022

Closing Date: 28 September 2022

**Details:** Legal and Contracts oversee the commercial and legal operations of the directorate and provides essential services and support to each area within TCCS.

The Legal and Contracts team is responsible for providing a range of legal advice and assistance to the Business Units on a wide variety of issues. The branch also has established and maintains a governance framework for the procurement of goods and services across TCCS.

The Director of Legal and Contracts will assist with the provision of advice on a range of legal matters across the directorate including commercial law, administrative law as well as supporting interpretation of some regulatory and legislative legal matters.

This role requires a person who can develop and contribute to commercially sensible as well as legal outcomes for stakeholders. The role is responsible for ensuring the accurate and timely provision of legal assistance and providing appropriate support and guidance to stakeholders in the resolution of legal issues.

This position requires an ability to work with different members of the team 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 and participate in ongoing development.

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

Tertiary qualifications in Law – Bachelor of Laws (LLB) (or equivalent) from an Australian University.

Eligibility to hold a restricted Practising Certificate in the ACT.

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

**How to Apply:** Applicants must submit a curriculum vitae and a written response addressing the Selection Criteria of no more than three pages.

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

**Contact Officer:** Francesca Leone (02) 6207 3165 [Francesca.Leone@act.gov.au](mailto:Francesca.Leone@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)

### **Strategy, Licensing and Compensation**

#### **Licensing and Compensation**

#### **Director, Licensing and Compensation**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 50813)**

Gazetted: 02 September 2022

Closing Date: 16 September 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.

WorkSafe ACT has an exciting permanent vacancy for a motivated and highly organised professional to fill the role of Director within our Strategy, Licensing and Compensation Team.

The Strategy, Licensing and Compensation section is responsible for the identification, development and implementation of strategic priorities for WorkSafe ACT, the regulator's workers' compensation and labour hire licensing compliance and enforcement functions.

The Director, Licensing and Compensation will manage the day to day operations of the Licensing and Compensation Team, including oversight of:

compliance and enforcement policy

compliance and enforcement data

education and stakeholder engagement, and

workers' compensation and labour hire licensing assessment and inspectorate functions

You will form part of WorkSafe ACT's senior leadership group and will play a key role in meeting our strategic commitment to regulatory excellence.

If you have exceptional communication and leadership skills, we encourage you to apply!

**Note:** A Merit Pool may be established from this selection process and may be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position 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 are sought from potential candidates and should include a supporting written pitch of no more than two (2) pages demonstrating your skills and experience relevant to the points listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples where possible. Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

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

Contact Officer: Bill Smith (02) 6207 9819 [Bill.Smith@worksafe.act.gov.au](mailto:Bill.Smith@worksafe.act.gov.au)

## **APPOINTMENTS**

### **ACT Health**

#### **Information Technology Officer Class 2 \$91,315 - \$104,509**

Zachari Nethery-Guerin, Section 68(1), 31 August 2022

### **Canberra Health Services**

#### **Staff Specialist 1-5 / Senior Specialist Band, \$188,151 - \$254,198**

Laura Eileen Wise: 87954244, Section 68(1), 24 Oct 2022

#### **Staff Specialist 1-5 / Senior Specialist Band, \$188,151 - \$254,198**

Andrew Lumley: 85344872, Section 68(1), 07/09/2022

**Staff Specialist 1-5 / Senior Specialist Band, \$188,151 - \$254,198**

Daphne Sue Yen Loh: 86875958, Section 68(1), 07/09/2022

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)**

Elizabeth Cheung, Section 68(1), 5 September 2022

**Registered Nurse Level 3.1 \$115,743 - \$120,506**

Sinan Gemici, Section 68(1), 1 September 2022

**Technical Officer Level 1 \$62,599 - \$65,631**

Eshori Gurung, Section 68(1), 1 September 2022

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920**

Mitchell Hoppe, Section 68(1), 1 September 2022

**Registered Nurse Level 1 \$72,698 - \$97,112**

Sarah Ireland, Section 68(1), 1 September 2022

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920**

Sanduni Jayasuriya, Section 68(1), 29 August 2022

**Registered Nurse Level 2 \$100,957 - \$107,000**

Maddison Kingston, Section 68(1), 5 September 2022

**Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA)**

Matthew Kunde, Section 68(1), 5 September 2022

**Registered Nurse Level 1 \$72,698 - \$97,112**

Corina Priestley, Section 68(1), 1 September 2022

**Medical Imaging Level 6 \$165,061**

Michael Samuel, Section 68(1), 5 September 2022

**Assistant in Nursing \$55,927 - \$57,820**

Sunita Thapa Chhetri, Section 68(1), 1 September 2022

**Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)**

Sebastian Varughese, Section 68(1), 5 September 2022

**Registered Nurse Level 2 \$100,957 - \$107,000**

Tara Woodage, Section 68(1), 1 September 2022

**Chief Minister, Treasury and Economic Development**

**Senior Officer Grade C \$114,928 - \$123,710**

Darren Buckton, Section 68(1), 7 September 2022

**Senior Officer Grade C \$114,928 - \$123,710**

John Graham, Section 68(1), 1 September 2022

### **Education**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509**

Aimee Kable, Section 68(1), 7 September 2022

#### **School Assistant 4 \$70,028 - \$75,827**

Tri Sulanjari, Section 68(1), 5 September 2022

### **Environment, Planning and Sustainable Development**

#### **General Service Officer Level 6 \$62,860 - \$65,718**

Ellen Crowe, Section 68(1), 5 September 2022

#### **General Service Officer Level 6 \$62,860 - \$65,718**

Ryan Godlewski, Section 68(1), 5 September 2022

#### **General Service Officer Level 6 \$62,860 - \$65,718**

Benjamin Hale, Section 68(1), 5 September 2022

#### **General Service Officer Level 6 \$62,860 - \$65,718**

Samuel Noonan, Section 68(1), 5 September 2022

#### **General Service Officer Level 6 \$62,860 - \$65,718**

Jack Serbatoio, Section 68(1), 5 September 2022

#### **General Service Officer Level 6 \$62,860 - \$65,718**

Cosmo White, Section 68(1), 5 September 2022

### **Justice and Community Safety**

#### **Paralegal Grade 2 \$70,403 - \$76,255**

Monica Dalton, Section 68(1), 5 September 2022

#### **Administrative Services Officer Class 3 \$68,685 - \$73,920**

Jason DeWinter, Section 68(1), 31 August 2022

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509**

Muhammad Khalid, Section 68(1), 31 August 2022

#### **Paralegal Grade 2 \$70,403 - \$76,255**

Haozhe Lu, Section 68(1), 5 September 2022

### **Major Projects Canberra**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705**

Alexandria Furlong, Section 68(1), 5 September 2022

### **Office of the Legislative Assembly**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566**

Emma-Kate Weaver: 00851, Section 68(1), 25 July 2022

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Teresa Kate Mickelson: 00843, Section 68(1), 8 August 2022

**Senior Officer Grade C \$114,928 - \$123,710**

Lara Ghaly: 00853, Section 68(1), 12 September 2022

**Transport Canberra and City Services**

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Matthew Horua, Section 68(1), 6 September 2022

**TRANSFERS**

**Canberra Health Services**

**Lurong Li**

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 58634) (Gazetted 18 July 2022)

**Aparna Modak**

From: Technical Officer Level 1 \$62,599 - \$65,631

Canberra Health Services

To: Technical Officer Level 1 \$62,599 - \$65,631

Canberra Health Services, Canberra (PN. 17464) (Gazetted 18 July 2022)

**Emily Rowbotham**

From: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services

To: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services, Canberra (PN. 37309) (Gazetted )

**Matthew Ryan**

From: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services

To: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services, Canberra (PN. 37310) (Gazetted )

**Jutta Thwaites**

From: Senior Officer Grade B \$135,355 - \$152,377

Canberra Health Services

To: Senior Officer Grade B \$135,355 - \$152,377

Canberra Health Services, Canberra (PN. 44574) (Gazetted 28 June 2022)

**Divya Varghese**

From: Registered Nurse Level 2 \$100,957- \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 29950) (Gazetted 29 July 2022)

**Chief Minister, Treasury and Economic Development**

**Suzie Phommaseisy**

From: Administrative Services Officer Class 6 \$91,315

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 01869) (Gazetted 10 January 2022)

**Education**

**Michael Domigan**

From: Senior Officer Grade C \$114,928

Cultural Facilities Corporation

To: Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 57835) (Gazetted 7 July 2022)

**Michael Domigan**

From: Senior Officer Grade C 114928

Cultural Facilities Corporation

To: Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 57835) (Gazetted 20 June 2022)

**Environment, Planning and Sustainable Development**

**Mei-Lin Lam**

From: Senior Officer Grade B \$152,377

ACT Health

To: Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development, Canberra (PN. 21767) (Gazetted 23 June 2022)

**Kristie Perrin**

From: Senior Officer Grade B \$152,377

Education

To: Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development, Canberra (PN. 36749) (Gazetted 23 June 2022)

**Justice and Community Safety**

**Monika Khan**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 35359) (Gazetted 14 July 2022)

**Suburban Land Agency**

**Michelle Thompson**

From: \$126,839 - \$152,194

Justice and Community Safety

To: Senior Officer Grade C \$114,928 - \$123,710

Suburban Land Agency, Canberra (PN. 57099) (Gazetted 21 March 2022)

**Transport Canberra and City Services**

**Georgia Harvey**

From: Senior Officer Grade C \$123,710

Community Services

To: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. 35594, several) (Gazetted 30 June 2022)

**PROMOTIONS**

**Canberra Health Services**

**CHS Chief Operating Officer Clinical Services**

**CHS Rehabilitation, Aged and Community Services**

**Kirstie Ball**

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 26608) (Gazetted 2 March 2022)

**Anu Basnet**

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 57859) (Gazetted 12 July 2022)

**Operating Officer Clinical Services**

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

**Tintu George**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services, Canberra (PN. 58193) (Gazetted 25 July 2022)

**Chief Operating Officer Clinical Services**

**Jaran Hicks**

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 20073) (Gazetted 1 March 2022)

**Page Husking**

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 58490) (Gazetted 7 July 2022)

**Cassidy-Rae Major**

From: Administrative Services Officer Class 2 \$60,620 - \$66,939

Canberra Health Services

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services, Canberra (PN. 21000) (Gazetted 14 June 2022)

**Jisha Mathew**

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 26798) (Gazetted 12 July 2022)

**Cancer and Ambulatory Support**

**Cancer and Ambulatory Support**

**Central Health Intake**

**Rebecca Millar**

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Senior Professional Officer Grade C \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 40942) (Gazetted 21 July 2022)

**Simmy Njattumkalayil**

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 23413) (Gazetted 12 July 2022)

**Elley-Kay O'Brien**

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 58489) (Gazetted 7 July 2022)

**Anna Patmore**

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 58488) (Gazetted 7 July 2022)

**Christina Purcell**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Health

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services, Canberra (PN. 19497) (Gazetted 19 July 2022)

**Hannah Ryan**

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 27007) (Gazetted 13 July 2022)

**Helen Truong**

From: Radiation Therapist Level 2 \$73,662 - \$101,811

Canberra Health Services

To: Radiation Therapist Level 3.1 \$109,307 - \$112,880

Canberra Health Services, Canberra (PN. 57518) (Gazetted 6 June 2022)

**Kristine wright**

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 4.1 \$130,846

Canberra Health Services, Canberra (PN. 30642) (Gazetted 12 May 2022)



**Chief Operating Officer Clinical Services**

**Navin Wu**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 24109) (Gazetted 4 August 2022)

**Canberra Institute of Technology**

**Education and Training Services**

**Shaun Haidon**

From: Senior Officer Grade B \$135,355 - \$152,377

Education

To: †Manager Education Level 2 \$157,906

Canberra Institute of Technology, Canberra (PN. 38322, several) (Gazetted 23 June 2022)

**Education and Training Services**

**Samuel Mills**

From: Manager Education Level 2 \$157,906

Canberra Institute of Technology

To: †Manager Education Level 2 \$157,906

Canberra Institute of Technology, Canberra (PN. 38320) (Gazetted 23 June 2022)

**Education and Training Services**

**Ilsa Stuart**

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Manager Education Level 2 \$157,906

Canberra Institute of Technology, Canberra (PN. 38319) (Gazetted 23 June 2022)

**Chief Minister, Treasury and Economic Development**

**Access Canberra**

**Customer Coordination**

**Service Centres**

**Alexander An**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 58559) (Gazetted 28 February 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.

**Access Canberra**

**Customer Coordination**

**Service Centres**

**Kellie Barrera**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 58566) (Gazetted 28 February 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.

**Property and Shared Services**

**ACT Property Group**

**Integrated Facilities Management**

**David Clarke**

From: General Service Officer Level 5/6 \$59,713 - \$65,718

Chief Minister, Treasury and Economic Development

To: General Service Officer Level 8 \$73,429 - \$77,593

Chief Minister, Treasury and Economic Development, Canberra (PN. 26417) (Gazetted 23 June 2022)

**Access Canberra**

**Customer Coordination**

**Service Centres**

**Tejas Dixit**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 20002) (Gazetted 28 February 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.

**Digital Data and Technology Services**

**Technology Services Branch**

**ICT Security**

**Benjamin Goodwin**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 54363) (Gazetted 3 December 2021)

**Access Canberra**

**Customer Coordination**

**Service Centres**

**Joselyne Hughes**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 58558) (Gazetted 28 February 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.

**Shared Services**

**Strategic Finance**

**Governance, Assurance and Business Improvement**

**Chalani Millawithanachchi**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 58124) (Gazetted 12 July 2022)

**Access Canberra**

**Customer Coordination**

**Service Centres**

**Maja Mitikj**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 30518) (Gazetted 28 February 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.

**Access Canberra  
Customer Coordination  
Service Centres**

**Yadhava Mayuran Pathmanathan**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 58557) (Gazetted 28 February 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  
Gateway Services**

**Kerryn Dobb**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Community Services, Canberra (PN. 58644) (Gazetted 21 June 2022)

**Children, Youth and Families  
Child and Youth Protection Services  
Practice and Performance, Cultural Services Team**

**Jillian Kelly**

From: Child and Youth Protection Professional Level 4 \$123,373 - \$132,376

Community Services

To: †Child and Youth Protection Professional Level 5 \$142,095 - \$159,543

Community Services, Canberra (PN. 33997) (Gazetted )

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

**Children, Youth and Families  
Child and Youth Protection Services**

**Narelle Rivers**

From: Child and Youth Protection Professional Level 5 \$142,095 - \$159,543

Community Services

To: †Child and Youth Protection Professional Level 6 \$164,490

Community Services, Canberra (PN. 50356) (Gazetted 7 November 2021)

**Housing ACT  
Client Services  
Gateway Services**

**Morgan Wojciechowski**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Community Services, Canberra (PN. 58721) (Gazetted 21 June 2022)

## **Education**

### **School Performance and Improvement Division**

#### **South Weston**

##### **Charles Weston School Coombs**

##### **Bianca Bailetti**

From: \$132,293

Education

To: †School Leader B \$154,033

Education, Canberra (PN. 45491) (Gazetted 9 August 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.

### **School Performance and Improvement**

#### **North/Gungahlin Network**

##### **Harrison School**

##### **Sharon Cardone**

From: School Assistant 2 \$51,548 - \$56,919

Education

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education, Canberra (PN. 37207) (Gazetted 8 September 2022)

### **SCHOOL IMPROVEMENT**

#### **BELCONNEN NETWORK**

##### **HAWKER PRIMARY SCHOOL**

##### **Alison Reid**

From: School Leader C \$132,293

Education

To: †School Leader B \$154,033

Education, Canberra (PN. 11044) (Gazetted 27 July 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.

### **SPID**

#### **North Gungahlin**

##### **Majura Primary School**

##### **Adrienne Tranter**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 51598) (Gazetted 22 July 2022)

### **Systems Policy and Reform**

#### **Education and Care Regulation and Support**

##### **Tharumini Wijekoon**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 55782) (Gazetted 26 June 2022)

## **Environment, Planning and Sustainable Development**

### **Environment Heritage and Water**

#### **ACT Parks and Conservation Service**

##### **Fire Forests and Roads**

**Christian Bihlmaier**

From: Professional Officer Class 2 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Senior Professional Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 29595) (Gazetted 27 September 2021)

**Suburban Land Agency**

**Finance Valuations and Systems**

**Finance**

**Mathilde Castella**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 40753) (Gazetted 12 July 2022)

**Statutory Planning**

**Leasing Services**

**Darren Skipworth**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development, Canberra (PN. 13600) (Gazetted 8 October 2021)

**Justice and Community Safety**

**ACTCS**

**Community Corrections**

**Talia Backhouse**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 12656) (Gazetted 13 July 2022)

**Legislation Policy and Programs**

**Criminal Law Group**

**Kate Daly**

From: Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety

To: †Senior Officer Grade B \$135,355 - \$152,377

Justice and Community Safety, Canberra (PN. 51815) (Gazetted 15 July 2022)

**Legislation Policy and Programs**

**Criminal Law Group**

**Ying Ng**

From: Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety

To: †Senior Officer Grade B \$135,355 - \$152,377

Justice and Community Safety, Canberra (PN. 53147) (Gazetted 15 July 2022)

**Major Projects Canberra**

**Infrastructure Delivery Partners**

**Social Project Management**

**Nicola Foote**

From: Infrastructure Officer 5 \$163,315  
Major Projects Canberra  
To: †Infrastructure Manager/Specialist 1 \$175,124  
Major Projects Canberra, Canberra (PN. 10272) (Gazetted 14 June 2022)

**Infrastructure Delivery Partners**

**Social Project Management**

**Karen McLellan**

From: Infrastructure Officer 3 \$115,193 - \$126,450  
Major Projects Canberra  
To: †Infrastructure Officer 4 \$136,524 - \$155,109  
Major Projects Canberra, Canberra (PN. 40147) (Gazetted 15 June 2022)

**Transport Canberra and City Services**

**Transport Canberra**

**Executive**

**Ebony Bakavgas**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509  
Transport Canberra and City Services  
To: †Senior Officer Grade C \$114,928 - \$123,710  
Transport Canberra and City Services, Canberra (PN. 42200) (Gazetted 8 February 2022)

**City Services**

**City Presentation**

**Urban Treescapes**

**Matthew Hartley**

From: General Service Officer Level 3/4 \$53,867 - \$58,825  
Transport Canberra and City Services  
To: †General Service Officer Level 5/6 \$59,713 - \$65,718  
Transport Canberra and City Services, Canberra (PN. 54954) (Gazetted 1 June 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.

**Transport Canberra**

**Strategic Policy and Programs**

**Bronwyn Meek**

From: Senior Officer Grade B \$135,355 - \$152,377  
Transport Canberra and City Services  
To: †Senior Officer Grade A \$157,201  
Transport Canberra and City Services, Canberra (PN. 40561) (Gazetted 30 June 2022)

**Transport Canberra**

**Strategic Policy and Programs**

**Murray Nichol**

From: Infrastructure Officer 4 \$136,524 - \$155,109  
Environment, Planning and Sustainable Development  
To: †Senior Officer Grade A \$157,201  
Transport Canberra and City Services, Canberra (PN. 38479) (Gazetted 30 June 2022)

**Transport Canberra**

**Strategic Policy and Programs**

**Courtney Smith**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Transport Canberra and City Services  
To: †Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. 35594) (Gazetted 30 June 2022)

**Transport Canberra**

**Strategic Policy and Programs**

**Madelin Strupitis-Haddrick**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 48199) (Gazetted 30 June 2022)

**Transport Canberra**

**Strategic Policy and Programs**

**Policy and Legislation (City Services)**

**Emma Wright**

From: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Transport Canberra and City Services, Canberra (PN. 49161) (Gazetted 30 June 2022)