



ACT Government Gazette

Gazetted Notices for the week beginning 22 September 2022

VACANCIES

ACT Health

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

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

Office of the Director-General

Office of the Director-General

Ministerial and Government Services

Administration/Coordination Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 28061)

Gazetted: 28 September 2022

Closing Date: 12 October 2022

Details: An exciting opportunity has become available for a dedicated and flexible individual to work within Ministerial and Government Services team.

Ministerial and Government Services (MAGS) provides operational and strategic support to the health Ministers' Offices, the Director-General and the Deputy Director-General on ministerial and government business including matters relating to Cabinet, the ACT Legislative Assembly, intergovernmental and ministerial requests.

As the Administration/Coordination Officer, you will need to be efficient and flexible, a good communicator, self-motivated and well organised to work within a high paced and ever-changing 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: A knowledge and understanding of the HP Records Management system (TRIM) would be desirable.

Knowledge and/or experience in a Government Business Unit in the management and coordination of ministerial processes would be desirable.

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

Note: This is a temporary position available immediately for up to six month 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: If you are interested in applying for this position, please provide a written statement of no more than two pages addressing the Position Description, your curriculum vitae and contact details of two referees. Preferably referees with a thorough knowledge of your work performance and that one of the referees is your current or immediate past supervisor.

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

Contact Officer: Catherine Ellis 0466 922 505 Catherine.Ellis@act.gov.au

Digital Solutions Division

Technology Operations

Support, Architecture and Software Hub

Team Leader, Digital Solutions Support

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 58938)

Gazetted: 27 September 2022

Closing Date: 11 October 2022

Details: The Digital Solutions Support team provide high quality, ICT level 1 support services across the ACT public health system. We are a one stop shop for all technology services across with a clear focus on delivering high

quality support to our patients, stakeholders, and partners. The team consists of dedicated, collaborative, and motivated IT professionals who take pride in the role we play in supporting the public health environment in the ACT.

Our services cater to all types of technology including patient monitoring equipment, clinical business applications, critical communications and infrastructure, standard end-user equipment and services such as telephony and administrative computer applications and hardware.

We are looking to expand our team with a suitably qualified and enthusiastic individual who can lead our team of dedicated Support Analysts with a focus on delivering successful customer outcomes and contributing to the continued success of our team.

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

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

The Team Leader, Digital Solutions Support is required to wear an ACT Health uniform when undertaking their duties as this position is a public-facing role.

This role requires you to hold and maintain a current unrestricted Drivers Licence for passenger cars.

Note: A merit pool will be established from this selection process and may be used to fill future identical vacancies. Based in Woden, the role can also involve local client contact and support with the opportunity for flexible hours and out of hours rostered on call and 24/7 rostered shift work.

How to apply: Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills.

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

Contact Officer: Zoe Allen (02) 5124 4777 Zoe.Allen@act.gov.au

Population Health Division

Health Protection Service

Public Health Regulation and Projects

Policy Officer

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 20399)

Gazetted: 26 September 2022

Closing Date: 17 October 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. The advertised role will have a focus wide range of policy and regulation items relating to public health, including food safety, recreational water quality, sexual health infections and blood borne viruses, insanitary conditions, radiation safety, tobacco control, e-cigarettes and other matters that may impact upon public health.

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Eligibility/Other Requirements:

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

Highly Desirable

Desirable skills include experience in policy development, experience in drafting Government correspondence, and/or a demonstrated ability to liaise effectively with a range of internal and external stakeholders.

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

Notes: This is a temporary position available until 6 October 2023. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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 9086 Simon.Waters@act.gov.au

ACT Long Service Leave 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

Operations Section

Senior Benefits Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 43553)

Gazetted: 23 September 2022

Closing Date: 7 October 2022

Details: The Long Service Leave Authority (the Authority) is a small organisation established to administer portable long service leave benefit schemes under the *Long Service Leave (Portable Schemes) Act 2009*, for workers in the ACT engaged in the Building and Construction, Contract Cleaning, Community Sector and Security Industries.

The Benefits Team has the responsibility for the administration and processing of long service leave benefits to workers and reimbursement to employers for each covered industry in accordance with the provisions of the *Long Service Leave (Portable Schemes) Act 2009*.

The Senior Benefits Officer is located within the Benefits Team and reports directly to the Benefits Manager and is responsible for the day-to-day administration of the benefits processing functions of the Authority, ensuring that worker benefits and employer reimbursement claims are processed in accordance with provisions of the portable schemes legislation.

The Senior Benefits Officer is also responsible for ensuring that the teams key objective measures are met and maintained in accordance with the Statement of Intent, along with the administration of the "National Reciprocal Agreement" between all states and territories in the covered industries of Building and Construction and Contract Cleaning, where long service leave entitlements and continuity of service is maintained for workers between interstate jurisdictions.

The Authority provides staff with flexible workings arrangements, access to a range of varying roles and training that is tailored to their career goals. Staff working within the Authority are expected to demonstrate and deliver quality customer service outcomes and exhibit teamwork skills, be proactive and willing to continuously improve, be outcome focused and accountable for their actions.

Further information relating to the ACT Long Service Leave Authority can be found at

<http://www.actleave.act.gov.au>

Eligibility/Other requirements: Current driver's licence not essential.

How to Apply: Applications from potential candidates should include a supporting statement of no more than two pages outlining experience and/or abilities and skills in relation to the Selection Criteria. Contact details of at least 2 referees and a current curriculum vitae are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Onny Ivy (02) 6247 3900 onny.ivy@actleave.act.gov.au

Client Services Team

Client Services Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 58999, several)

Gazetted: 23 September 2022

Closing Date: 7 October 2022

Details: The Long Service Leave Authority (the Authority) is a small organisation established to administer portable long service leave benefit schemes under the *Long Service Leave (Portable Schemes) Act 2009*, for workers in the ACT engaged in the Building and Construction, Contract Cleaning, Community Sector and Security Industries. The Client Services Team is the central point of contact for the Authority, receiving inquiries from employers and workers' relating to new and existing registrations, quarterly return submission and payment, employee entitlement and employer reimbursement eligibility, legislative compliance matters and the notification of outstanding levies and/or late payment fees under the portable schemes' legislation. The team has the responsibility to ensure that employers and workers for each covered industry are registered with the Authority and employer's quarterly returns are processed correctly and the appropriate levies are paid in accordance with the legislative timeframes.

The Authority provides staff with flexible workings arrangements, access to a range of varying roles and training that is tailored to their career goals. Staff working within the Authority are expected to demonstrate and deliver quality customer service outcomes and exhibit teamwork skills, be proactive and willing to continuously improve, be outcome focused and accountable for their actions.

Further information relating to the ACT Long Service Leave Authority can be found at <http://www.actleave.act.gov.au>

Eligibility/Other Requirements: Current driver's licence not essential.

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: Thomas Tadic 02 6247 3900 thomas.tadic@actleave.act.gov.au

Canberra Health Services

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>
Applications can be sent via email to: jobs@act.gov.au

Medicine

Emergency Department

Nurse Unit Manager

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 22186- 025HU)

Gazetted: 27 September 2022

Closing Date: 11 October 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

Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within CHS. 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.

An exciting opportunity exists for a permanent position as a Nurse Unit Manager in the Emergency Department. The position reports directly to the Assistant Director of Nursing. There is an expectation that the successful applicant will maintain accountability for their own practice standards, responsible for the strategic and operational management of the nursing workforce and work collaboratively with the Nursing Leadership team to support and manage staff, ensuring safe, efficient and effective operations.

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 with the ability to effectively prioritise work and meet deadlines

Strong communication and interpersonal skills

Position Requirements/Qualifications:

Mandatory:

- Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA).

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.

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

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

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

Undergo a pre-employment Police check.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Nicole Slater 0434845187 Nicole.Slater@act.gov.au

Office of the CEO

Clinical Trials Unit

Clinical Trials Coordinator - Senior Research Officer 1

Senior Research Officer 1 \$84,749 - \$89,705, Canberra (PN: 58244 - 025VV)

Gazetted: 23 September 2022

Closing Date: 30 September 2022

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

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

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

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

Behavioural Capabilities

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement
Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
Strong organisational skills with a strong work ethic
Sound written and oral communication skills and works well individually and in a team environment.

Position Requirements/Qualifications:

- SRO1 - A degree in a relevant area, from a recognised university AND significant subsequent clinical trials experience. These positions will be offered based on the extent of applicants demonstrated clinical trials experience and expertise.
- The successful applicant will need to be available for occasional after-hours work.
- Have an understanding of how the National Statement on Ethics Conduct in Human Research aligns with this role.
- 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.

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. Selection may be based on application 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: Karyn Ward (02) 5124 2313 Karyn.Ward@act.gov.au

Nursing

Medicine

Neurology Movement Disorder Advanced Practice Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506 , Canberra (PN: 24912-025JM)

Closing Date: 12 October 2022

Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

The Movement Disorder Advanced Practice Nurse (APN) will work within the Department of Neurology at the Canberra Hospital in collaboration with other members of the multidisciplinary team, including specialist neurologists, to provide a patient centred service for patients, their families and carers. The APN in Movement Disorders role is to provide a specialist role in the nursing management of patients with Movement Disorders, such as Parkinson's Disease, Dystonia, Tremor, Huntington's disease and Functional movement disorders.

The APN will collaborate and work in conjunction with Neurologists in outpatient clinics and facilitate nurse led clinics. The APN will also work with the Neurologist and ward staff to collaborate on decisions on complex

therapies for patients with neurological conditions. An interest in educating is essential, this is a key part of the role as you will act as a link and resource for health professionals, patients and their carers, providing specialist knowledge, support and training.

To support the successful applicant to develop relevant skills and knowledge, and to promote networking opportunities, two years membership for the professional organisation of the clinical specialty will be paid for by Division of Medicine.

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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 patients' needs
- Ability to prioritise workloads

Position Requirements/Qualifications:

Mandatory

- 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

- Relevant post graduate education or working towards and a minimum of five years' Registered Nurse experience is preferred.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Anne Corney (02) 51245161 Anne.Corney@act.gov.au

Rehabilitation, Aged and Community Services

Community Nursing

Stomal Therapy CNC

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 28119 - 025VE)

Gazetted: 23 September 2022

Closing Date: 11 October 2022

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

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POSITION OVERVIEW

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

and surrounding region. More information can be found on the CHS website:

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. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: Reliable, Progressive, Respectful and Kind.

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

The Community Nursing Service provides advice, education and clinical care for residents of the ACT, in their own homes or in Community Health Centres, with a range of clinical needs. The service is a nurse-led program that aims to promote wellness and help people stay safe at home. The Service connects with other Canberra Health Service Programs to support an integrated healthcare experience.

ABOUT YOU

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Behavioural Capabilities

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

Individual initiative with strong problem solving and consultation skills

The ability to work autonomously and as part of the MDT

Tertiary or post graduate qualifications and recent clinical experience in a wide range of Community Health and/or hospital settings applicable to the position (essential).

Position Requirements/Qualifications:

Mandatory

Hold a current Australian driver's licence

Post Graduate Certificate in Stomal Therapy Nurse Management

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](#).

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Sonia Knight (02) 5124 1484 Sonia.E.Knight@act.gov.au

Cancer Ambulatory Services

BreastScreen ACT

Registered Nurse BreastScreen ACT

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 42751-025RH)

Gazetted: 23 September 2022

Closing Date: 7 October 2022

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and surrounding region. More information can be found on the CHS website:

www.canberrahealthservices.act.gov.au

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

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

BreastScreen ACT has an exciting opportunity for an experienced and motivated level 1 Registered Nurse to work as part of a multi-disciplinary team to participate in assessment clinics including minor procedures.

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team.

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

High level communication and interpersonal skills and the ability to critically think.

Highly organised and self-motivated

Position Requirements/Qualifications:

Mandatory

- Working towards a qualification in women's health or breast cancer nursing qualifications and a minimum of two years' experience working professionally in women's health or breast cancer
- 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: This is a temporary part-time position at 16 hours per week, the salary noted will be paid 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.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Julianne Siggins 51241826 Julianne.siggins@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Services

Administration Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 56765-025VS)

Gazetted: 23 September 2022

Closing Date: 7 October 2022

Details: Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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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 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

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

The ADS are seeking an administrative assistant to provide high level administrative support to staff supporting people with substance misuse disorders in the public health sector, specifically clients referred by ACT Policing and ACT Courts for assessment and referral to treatment. This includes managing referrals, reporting on data, and assisting with the strategic and operational processes of the Diversion service.

ABOUT YOU

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Behavioural Capabilities

- Be flexible, adaptable, and comfortable with a changing working environment.
- Extensive experience in the use of a variety of computer applications for information management and to produce reports and other documents.
- Excellent interpersonal and communication skills, with the ability to negotiate and liaise with professional staff and the public at all levels.
- Proven ability to be an effective member in a team environment.

Position Requirements/Qualifications:

- Previous experience in Administrative Role
- 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:

Reference checks

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](#)"

Contact Officer: Jodie Kenny (02) 5124 7967 Jodie.Kenny@act.gov.au

Allied Health

AAHS Physiotherapy

Physiotherapist Neurosciences

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 29002, several-025W4)

Gazetted: 23 September 2022

Closing Date: 7 October 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

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. 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. Neurosciences HP3s can work in varying inpatient settings including Acute Stroke Unit, Neurology Ward and Neurosurgery Wards, 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: There is one full-time permanent position and one temporary part-time position available.

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.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Kerry Boyd 0421 577709 Kerry.Boyd@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Secure mental Health Services

Exercise Physiologist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 39760 - 025W0)

Gazetted: 23 September 2022

Closing Date: 11 October 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

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

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

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Justice Health Services

Child and Adolescent Mental Health Services (CAMHS)

Rehabilitation and Specialty Mental Health Services

The Dhulwa Mental Health Unit (DMHU) and Gwanggang Mental Health Unit (GMHU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence – based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Gwanggang Mental Health Unit (GMHU) is a specialist health facility adjacent to Calvary Hospital in Bruce. The GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

Dhulwa offers 10 acute care beds and 15 rehabilitation beds. The Gwanggang has 10 beds for community transition.

At this level it is expected that you will be able to provide individualised assessments and exercise programs to complex mental health consumers with/without chronic health conditions under limited supervision and contribute to health promotion strategies. It is also an expectation that you will contribute your clinical expertise to the multidisciplinary team, engage with the overall therapy programme, and support the Therapy Manager in program and service development processes. Professional and clinical supervision for this position will be provided by the Exercise Physiology.

This position(s) may be required to participate occasionally in extended hours or weekend or holiday work. This duty statement outlines a range of possible duties that staff are expected to perform at this level.

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

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

Position Requirements/Qualifications:

- Exercise/Sports Science degree (or equivalent) from a recognised tertiary institution
- Current accreditation with Exercise and Sports Science Australia (ESSA)
- Minimum 12 months paid work experience, post qualification, in a related/relevant organisation/service.

- 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.
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is a permanent part-time position at (0.5 FTE). The above full-time salary will be pro-rata. There is the possibility for increased hours.

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: Graham Twycross (02) 5124 1516 Graham.Twycross@act.gov.au

Mental Health, Justice Health and Alcohol and Drug

Perinatal and Infant Mental Health Consultation Service (PIMHCS)

Perinatal and Infant Mental Health Clinician

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 18756 - 025WD)

Gazetted: 23 September 2022

Closing Date: 7 October 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

The Perinatal and Infant Mental Health Consultation Service (PIMHCS) is a community based, multidisciplinary service for women with moderate to severe mental health problems who are planning pregnancy, are pregnant, and in the first year after birth. We aim to provide specialist perinatal consultation, mental health assessment and advice to clients and to referring services.

The role will require the team member to provide triage, assessment and clinical interventions to perinatal women and their families, experiencing mental health with complex psychosocial issues.

Health Professional Officers within the CAMHS are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

ABOUT YOU

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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 and adapt quickly to a changing environment.
- Commitment to achieving positive outcomes for mother, their infants, families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- Be flexible, adaptable and comfortable with a changing working environment.

Position Requirements/Qualifications:

Mandatory for all disciplines:

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 1 years' post-qualification experience working professionally in respective field.

A current Driver's Licence.

Occupational Therapists must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.

Psychologists must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).

Social workers must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the ACT Working with Vulnerable People Act 2011

Highly desirable for all disciplines:

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

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

An Order of Merit may be used to fill future identical full time and part time temporary vacancies across CAMHS within a 12-month period.

Selection may be based on written application and referee reports only

A person found suitable for a temporary position may be used to fill future identical full time and part time vacancies across CAMHS within a 12-month period.

Prior to commencement successful candidates will be required to:

- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Undergo reference checks.
- 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: Bridget Dillon Bridget Dillon 02 5124 3133 bridget.dillon@act.gov.au

Cancer and Ambulatory Support

Cancer Supportive Care

Palliative Care Psychosocial Liaison

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 49995 - 025P5)

Gazetted: 23 September 2022

Closing Date: 7 October 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

The Division of Cancer and Ambulatory Support (CAS) provides comprehensive cancer screening, diagnostic, assessment and treatment services in inpatient, outpatient and non-admitted treatment settings. The division is also responsible for immunology, specialist palliative care, medical physics and radiation safety, walk in centres and organisational outpatient support through Central Intake, transcription, policy support and the Central Outpatients Department.

The Palliative Care Service at Canberra Health Services is a consult liaison service operating during business hours and services patients with palliative needs throughout the wider hospital campus. The palliative care psychosocial liaison is a critical reference point for patients and families with psychosocial needs relating to their overall diagnosis, treatment or adjusting to a new palliative care diagnosis.

The role also provides support and education for staff across diverse professional background and as such is a highly experienced professional.

Working closely with other disciplines in all wards in Canberra Hospital, the role provides support for patients and their families or carers along with direct care of complex patients. Services include facilitation of access to resources, responding to crisis and leadership in palliative care conversations.

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 prioritise workloads

Effective communication and interpersonal skills

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

Ability to provide consultation, supervision and training of other staff, as directed

Position Requirements/Qualifications:

Social Work

Mandatory

- Relevant Tertiary qualifications and a minimum of 3 years' experience working professionally in social work.
- Current membership of the Australian Association of Social Workers
- 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

- Holds or is working towards postgraduate qualifications
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Psychology

Mandatory

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- A minimum of 3 years post graduate experience working in psychology.
- 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

- Area of Practice Endorsement e.g. Clinical Psychology, Health Psychology or Counselling Psychology
- Board approved supervisor for Higher Degree programs and Registrar programs

Note: This position is part-time at (22:03) hours per week and the full-time salary noted above will be pro-rata.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- 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: Erin Wells 0466 322 676 Erin.wells@act.gov.au

Finance and Business Intelligence

Revenue and Financial Services

Cashier

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 02946-025WQ)

Gazetted: 26 September 2022

Closing Date: 10 October 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

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

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

As part of the Revenue and Hospital Financial Services team the Cashiers office is responsible for all aspects of the collection and receipting of public monies across multiple bank accounts. The Cashiers office provides the petty cash function for Canberra Health Service.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

High level of data accuracy and integrity skills

Strong communication, negotiation and networking skills

Position Requirements/Qualifications:

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- 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](#)"

Contact Officer: Regina Jarcia (02) 5124 6939 Regina.Jarcia@act.gov.au

Woman Youth and Children

Woman Youth and Children Community Health Program

Maternal and Child Health

Registered Nurse Maternal and Child Health Scholarship

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 40309, several-0251A)

Gazetted: 26 September 2022

Closing Date: 10 October 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

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

(ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire, and the Yass Valley.

CHS promotes a learning culture and is providing an exciting opportunity for Registered Nurses to undertake a Postgraduate Diploma of Child and Family Health from the Western Sydney University whilst working part time in the Child and Adolescent Immunisation (CAIT) team and Maternal and Child Health (MACH) service.

The scholarship program has been developed to create a sustainable pathway for Registered Nurses to undertake tertiary study while obtaining relevant work experience leading to a work ready experienced MACH workforce upon graduation.

This scholarship involves a two (2) year commitment. In the first year the Registered Nurse (RN) will work in the Child and Adolescent Immunisation Team within the Early Childhood Immunisation program three (3) days per week delivering National Immunisation Program. The RN will have completed the recommended online immunisation course prior to commencement of employment. On the completion of the accredited immunisation education and WYCHP credentialing process the RN will work independently within the early childhood immunisation team. During the first year the RN will be supported to complete the Postgraduate Certificate in Child and Family Health qualification. In the second year of the scholarship, the RN will transfer into the MACH service to complete the Postgraduate Diploma in Child and Family Nursing, whilst rotating and gaining competency across the full scope of practice of a MACH nurse.

MACH services deliver a range of universal and targeted services for newborns, young children, and their parents/carers. These services aim to support early identification and intervention for child development concerns, information, and support for parenting. This is the only child and family health service across the ACT. MACH nurses are guided by the National Standards of Practice for Maternal, Child and Family Health Nurses in Australia (2017) and support families by working in the model of Family Partnership to provide support, information, and health advice within a multidisciplinary context.

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

These part-time positions of 24 hour per week are available for a period of 24 months.

These positions will be commencing November 2022.

Applicants must be eligible to enrol in the Postgraduate Diploma in Child and Family Nursing to Western Sydney University

Applicants will apply to the Nursing and Midwifery office for scholarship funding assistance, funding will be given with pass of each subject/semester.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive and able to contribute positively to team culture

Strong communication and interpersonal skills.

Demonstrates kindness to colleagues and clients

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

5. A strong self-directed learning ethic

Position Requirements/Qualifications:

Mandatory

Be registered for nurse's registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold a minimum, one-year, full time equivalent post graduate nursing experience preferably with recent clinical experience in a relevant clinical area for example midwifery (highly desirable), paediatrics, neonatal nursing, or primary health care.

Be willing and eligible to enrol in the Postgraduate Diploma of Child and Family Health with Western Sydney University.

Completed an endorsed immunisation course.

Current Drivers 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.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Lesley Chapman (02) 51241175 lesley.chapman@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Service

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 18121 - 025W6)

Gazetted: 23 September 2022

Closing Date: 7 October 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

Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and 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 people's home. These services include:

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

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 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

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

Under supervision of the Team Leader, the Registered Nurse role at this level is responsible for the provision of sound clinical services and interventions to clients of Alcohol and Drug Services. This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies. The Registered Nurse position is supported by a cohesive and multi-disciplinary team. This position(s) may be required to participate in overtime, and/or rotation roster.

ABOUT YOU

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Behavioural Capabilities

- Be flexible, adaptable, and comfortable with a changing working environment.
- Displays critical thinking skills based on evidence and sound judgement.
- Effective communication skills and the ability to develop procedures as required. Ability to manage confidential and sensitive information.
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

Position Requirements/Qualifications:

- Relevant registration through the Australian Health Practitioner Regulation Agency (AHPRA).
- A certificate or post graduate qualification in a relevant field.
- At least 12 months recent experience in an Alcohol and Drug facility and a sound understanding of Alcohol and Other Drugs.
- Hold a current driver's licence.
- The successful applicant will need to be available for weekend and after-hours work.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Sally Billington 02 5124 7966 Sally.Billington@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)

Closing Date: 30 June 2023

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

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Behavioural Capabilities

1. Strong organisational skills with a high degree of drive
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
3. An ability to work respectfully in partnership with a range of stakeholders, while concurrently demonstrating leadership.

Position Requirements/Qualifications:

Relevant registered nurse qualifications and a minimum of 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 five 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 clare.barrott@act.gov.au

RACS

Social Work

Social Worker

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 53326 - 025HH)

Gazetted: 23 September 2022

Closing Date: 7 October 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

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

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

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

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

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

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

ABOUT YOU

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:

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Willingness to critically reflect on and develop practice skills and framework

Position Requirements/Qualifications:

- Relevant degree in Social Work qualifications and a minimum of 1 years' experience working professionally in Social Work is preferred.
- Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW)
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- 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)
- Reference checks
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

RACS

Transitional Therapy and Care Program

TTCP Liaison Office

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 49333 - 02527)

Gazetted: 28 September 2022

Closing Date: 12 October 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

The Transitional Therapy and Care Program (TTCP) provides up to 12 weeks of goal focused therapy and care services for older persons within their home or at the TTCP residential unit. The TTCP operates from the University of Canberra Hospital, Bruce. The TTCP aims to maximise a person's recovery and functional independence following a hospitalisation and prevent premature admission to an aged care facility. The TTCP Allied Health team is Multidisciplinary and consists of Physiotherapists, Occupational Therapists, Allied Health Assistants, Dietitians, a Social Worker, and a Speech Pathologist.

The TTCP Liaison Officer is responsible for coordinating a patient's transition from hospital onto the TTCP. This is achieved through liaising with the patient, families and/or carers and ward staff to coordinate appropriate referrals, assessing clients for suitability, discussing the program with all key stakeholders, referring to the Aged Care Assessment Team (ACAT) for assessment and approval for TTCP and facilitating discharge from hospital onto the program. The TTCP Liaison Officer is required to work at multiple sites including public and private hospitals within the ACT.

This position will also include a clinical role at a HP3 level within the position holder's profession. The TTCP Liaison Officer will manage their clinical case load in conjunction with the requirements of the Liaison Officer position.

This position is a temporary full-time position with potential for permanency. A merit list will be established from this recruitment to fill future temporary and permanent positions in a full-time or part-time capacity.

ABOUT YOU

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Behavioural Capabilities

- Strong organisational skills with a high degree of initiative.
- Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- Excellent written and oral communication skills and the ability to liaise and negotiate with a diverse range of stakeholders.

Position Requirements/Qualifications:

Mandatory

- Relevant qualifications and a minimum of 3 years' experience working professionally in a relevant clinical area
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or relevant Allied health Professional Organisation.
- 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 position available for ten 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: Johanna Hunter (02) 5124 0065 johanna.hunter@act.gov.au

Division of Surgery

Ophthalmology Outpatient Unit

Registered Nurse Ophthalmology Outpatients

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 13389 - 025VL)

Gazetted: 27 September 2022

Closing Date: 13 October 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

An opportunity exists for an enthusiastic Registered Nurse to apply for the Level 2 RN position in Ophthalmology Outpatients. This position is full time for six months with the possibility of extension and/or permanency. You will be part of a multidisciplinary team providing high quality ophthalmic care to both outpatients and inpatients from Canberra and the surrounding region.

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

The Ophthalmology Outpatient Clinic (Eye Clinic) is a multidisciplinary clinic of the Division of Surgery at the Canberra Hospital. The Ophthalmology Outpatient Clinic is responsible for the coordination and delivery of emergency eye services along with select non-emergent ophthalmic health care in the ACT. Non-emergent clinics include corneal, retinal, uveitis, surgical glaucoma, neuro-ophthalmic, and uveitis-immunology, along with select procedural clinics. Our aim is to provide effective and efficient patient care in line with the Canberra Health Service values.

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 candidate will have the following attributes:

Highly developed communication and engagement skills.

Excellent organisational skills and a positive attitude.

Be proactive and able to work both independently as well as within a multidisciplinary team.

Commitment to ongoing personal and professional development of self and other team members and students.

Position Requirements/Qualifications:

- Relevant tertiary qualifications as a Registered Nurse and a minimum of 3 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

- Post-graduate qualifications in Ophthalmic Nursing.
- Current membership to Australian Ophthalmic Nurses Association (AONA).

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

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

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. This position is full-time working 40 hours per week with an ADO each month. The position is Monday – Friday with the possibility of overtime.

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: Barb O'Brien (02) 5124 5870 barbara.o'brien@act.gov.au

Medicine

Cardiology

Cardiac Physiologist/Scientist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 15268 - 025U3)

Gazetted: 27 September 2022

Closing Date: 13 October 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

The cardiology department at Canberra Hospital provides both inpatient and outpatient services to the ACT and surrounding region. The coronary care unit manages approximately 2,000 acute admissions annually. The department also provides approximately 7,000 occasions of service per year to outpatients, including medical clinics, nursing clinics and cardiac diagnostic investigations and therapeutic interventions (including electrophysiology and cardiac CT). The department provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region.

The department is supported by dedicated heart function and pulmonary hypertension clinics designed to provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care. Planning is underway for state-of-the-art expanded acute cardiac care unit and cardiac catheterisation laboratories in the Canberra Hospital Expansion Project (scheduled for completion in 2024).

An exciting opportunity exists for a cardiac scientist to become a part of the allied health team. This position requires knowledge and competency to work autonomously to conduct routine, and assist in complex, cardiac physiology diagnostic investigations and therapeutic interventions according to procedures and published standards. The role includes supporting the operational and quality management requirements of the service with the provision to educate and train staff and students. The role requires participation in and contribution to continual professional development of the cardiac scientist group.

Within CHS, the cardiac science profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive, respectful and kind. The competency framework consists of five generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

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

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

Demonstrates strong organisational skills with a high degree of drive.

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

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

Position Requirements/Qualifications:

Mandatory:

- Bachelor of Science/Applied Science, or equivalent.
- Minimum of 12-months' post-qualification experience in Cardiac Science.
- Be registered under the Working for Vulnerable People Act.
- The successful applicant will need to be available for after hours on-call.

Desirable

- Be eligible for membership with Professionals in Cardiac Science Australia (PiCSA)
- Be eligible for accreditation with the Australian Council for Clinical Physiologists (ACCP).
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Leah Giles (02) 5124 2692 Leah.Giles@act.gov.au

Medical Services

ACT Pathology

Quality Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 28481 - 025VP)

Gazetted: 27 September 2022

Closing Date: 27 October 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

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

The salary range is \$114,928 - \$123,710 with an additional ACT Pathology allowance \$13,402. Financial assistance is available to employees recruited from interstate.

ABOUT YOU

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Behavioural Capabilities

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

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

Strong organisational skills with a strong work ethic.

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

High level interpersonal skills in order to influence and lead change.

Position Requirements/Qualifications:

Tertiary qualifications (or equivalent) in Medical Laboratory Science or a health-related field

Quality Management experience in Pathology or a health-related field

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

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

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.

Contact Officer: Simon Newton (02) 5124 2893 simon.newton@act.gov.au

Medical Services

Pharmacy

Trainee Pharmacy Technician

Trainee Technical Officer \$57,960 - \$63,965, Canberra (PN: 37392 - 025R4)

Gazetted: 27 September 2022

Closing Date: 13 October 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

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Working within the Pharmacy Services' Quality Use of Medicines, Research and Education team, the Medication Safety and Quality Pharmacist will lead, manage and coordinate efforts to improve the safety and quality of medicines use across the Canberra Hospital and Health 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

Strong organisational skills with a high degree of personal drive

High level customer service skills

Ability to maintain high work standards and accuracy

Ability to role model our departmental team charter

Position Requirements/Qualifications:

Applicants are required to demonstrate enrolment in Certificate III in Hospital-Health Services Pharmacy Support if successful in the recruitment process and complete the certificate within the 18 month employment contract.

Previous experience working in a hospital or community pharmacy is highly desirable.

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

Work across multiple CHS locations.

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.

Be registered under the *Working for Vulnerable People Act 2011*.

Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Keat Gan 51242118 Keat.Gan@act.gov.au

Division of Medicine

Medicine Operational

Personal Assistant to Director of Nursing

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 14190 - 025PO)

Gazetted: 27 September 2022

Closing Date: 11 October 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

Applications are sought for an enthusiastic and professional individual to fill the position of Personal Assistant within the office of the Director of Nursing, Division of Medicine.

Reporting to the Executive Assistant to Executive Director, this position is responsible for managing the daily activities of the Director of Nursing. This position provides assistance to the five Assistant Directors of Nursing and the Clinical Director of the Division of Medicine as required. The position is required to prepare a range of correspondence, manage inboxes and calendars, provide secretariat support to committees, assist with human resource and financial management functions, research and initiating action to ensure the timely response to requests.

Applicants will need to be professional and have excellent communications, organisational and time management skills while adhering to CHS confidentiality policies and procedures. The applicant must have ability to liaise effectively with staff at all levels.

It is expected that the Personal Assistant, Division of Medicine will have a strong understanding of the responsibilities and accountabilities of the functions of Ambulatory and Medical Inpatient Services. It is expected that you will be able to work collaboratively with executives across Canberra Health Services to support the delivery of priorities.

ABOUT YOU

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Behavioural Capabilities

Excellent interpersonal and communication skills and significant experience in establishing and maintaining productive and collaborative internal and external working relationships.

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

Mandatory

- Knowledge and experience with CHS information management systems, including ACT Patient Administration System (ACTPAS), Clinical Patient Folder (CPF) and the Clinical Portal,
- Experience with medical terminology and typing.
- 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: Sorsha Stuart-Rokvic (02) 5124 9898 Sorsha.Stuart-Rokvic@act.gov.au

Community Care Program

Rehabilitation, Aged and Community Services

Community Care Physiotherapy

Physiotherapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 28864-025XP)

Gazetted: 28 September 2022

Closing Date: 12 October 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

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

A permanent, full-time, HP2 physiotherapist is needed to join the Rehabilitation, Aged and Community Services (RACS) Community Care Physiotherapy Team. We work across 4 health centres in Canberra: Gungahlin, Belconnen, Phillip and Tuggeranong Community Health Centres. This permanent full-time position involves working from one or more of these community health centre locations.

We are a friendly team with strong supportive links across the directorate. Staff meet regularly to share knowledge and foster our positive team culture. We strive for continual quality improvement and excellent patient outcomes. Our physiotherapists work alongside other health professionals to deliver patient centred care. Our team clinical educator ensures plenty of professional development and supervisory experience is available

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

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

ABOUT YOU

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

Behavioural Capabilities

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

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

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

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

Position Requirements/Qualifications:

Mandatory

Degree in Physiotherapy.

A minimum of one years' experience working professionally in physiotherapy.

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

Current Driver license.

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

Understand 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:

Temporary positions for up to 12 months may also be filled using this round.

Selection may be based on application and referee reports only.

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

HOW TO APPLY / OR WANT TO KNOW MORE?

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

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

Rehabilitation, Aged and Community Services

Community Care Occupational Therapy, Transitional Therapy and Care Program

Occupational Therapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 20650, several - 02522)

Gazetted: 28 September 2022

Closing Date: 14 October 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

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 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.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of Canberra Health Services' network of health facilities designed to meet the needs of our ageing and growing population

Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home

modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele

The Transitional Therapy and Care Program (TTCP) provides up to 12 weeks of goal focused therapy and care services for older persons within their home or at the TTCP residential unit. The TTCP aims to maximise a person's recovery and functional independence following a hospitalisation and prevent premature admission to an aged care facility. The TTCP Allied Health team is Multidisciplinary and consists of Physiotherapists, Occupational Therapists, Allied Health Assistants, Dietitians, a Social Worker, and a Speech Pathologist.

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 initiative.

Adaptability and flexibility to accommodate change

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

Capacity to obtain and interpret information

Position Requirements/Qualifications:

- Degree in Occupational Therapy
- Be registered as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current Driver licence
- Experience working with participants of the National Disability Insurance Scheme (desirable)
- Experience working with participants of the Commonwealth Home Support Program (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.
- If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Contact Officer: Emily Peelgrane (02) 5124 1212 Emily.Peelgrane@act.gov.au

People and Culture

Workplace Culture and Leadership

Project Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 10823 - 025EY)

Gazetted: 28 September 2022

Closing Date: 5 October 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

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

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

Workforce Culture and Leadership is a specialist team within People and Culture focussing on improving workplace culture; increasing staff engagement; staff health and wellbeing; elevating leadership/management skills; and supporting change management to support CHS staff to provide high quality patient care/experience.

Reporting to the Senior Director, Workforce Culture and Leadership, the Project Manager will coordinate and drive the progression of multiple culture related projects to support the work of the Workforce Culture and Leadership team.

ABOUT YOU

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

Behavioural Capabilities

Strong communication skills, and capacity to develop collaborative relationships with stakeholders and team members.

Strong organisational skills and ability to manage multiple projects simultaneously.

Adaptable and flexible to accommodate changing demands.

Self-motivated with the ability to work autonomously while being a great team player.

Position Requirements/Qualifications:

- Project management skills and experience – relevant qualifications are an advantage

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: The appointment of a suitable candidate may be decided by application and referee reports only.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Kara de Lucey (02) 5124 9945 kara.delucey@act.gov.a

Medicine

Emergency

Specialist/Senior Specialist – Emergency Department

Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 54281, several - 025QE)

Gazetted: 28 September 2022

Closing Date: 19 October 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

We are a large medical team of 40 FACEMs, a postgraduate fellow, 3 Senior Registrars, 30 registrars, and multiple other junior medical staff.

It is a very exciting time for Canberra Hospital Emergency Department (ED), with a modern, expanded physical space consisting of a 5-bed resuscitation area, 30 acute beds, 16 short stay beds, fast track stream with a sub-wait and 14 treatment spaces and a dedicated paediatric area with 6 beds and 2 consult rooms. The coming years include the building of "Canberra Hospital Expansion" – new build for critical care services with a state of the art 115 bed Emergency Department.

We are one of the busiest EDs in the country:

We are seeing over 89,000 presentations per annum.

We have approximately 20% paediatric presentations.

We have high acuity with admission rates of more than 35%.

We have a significant trauma caseload.

There is potential for FACEMs to be involved in the Regional Aeromedical Retrieval Service, the Inpatient Trauma Service, and the Australian National University.

Rostering is flexible and innovative.

There are opportunities to make a significant contribution to a growing department.

Highly competitive remuneration with extensive support for professional development.

Canberra is a large city with high quality restaurants, cafes and bars to enjoy after work. The real joys of Canberra are the options available on your days off. Take your pick of the fabulous beaches of the South Coast, the excitement of Sydney, the nearby award-winning wineries, or the many galleries and museums of the Nation's Capital. If adventure's more your thing, imagine the midweek trips to ski fresh powder snow, world standard mountain bike tracks, hiking, kayaking, sailing, rock climbing and fishing, all on your doorstep. The weather is great and traffic not an issue.

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

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

Note: Full Time and Part time Positions available. The part time position will be paid pro rata. The successful applicant will need to be available for weekend and after-hours work.

Duties

In partnership with other members of the Emergency Department team, have accountability for day-to-day operations of the service and endeavour to ensure that clinical, strategic and key performance indicators are met. Play a key role in ensuring that care delivery and clinical outcomes within the service reflect best practice. Be responsible for the clinical supervision of Registrars and Junior Medical Officers, and for the education and training of medical professionals.

Be responsible for conducting, supervising, and encouraging research and quality assurance activities.

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 Australasian College for Emergency Medicine (FACEM) or equivalent specialist qualifications.

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

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

4. 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.

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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.

Contact Officer: Dr Samuel Scanlan 51243309 Samuel.Scanlan@act.gov.au

Cardiology

Cardiac Catheter Laboratory

Registered Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 45901, several - 025T2)

Gazetted: 28 September 2022

Closing Date: 14 October 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

The Cardiac Catheter Laboratory is a clinical specialty area that undertakes a range of cardiac diagnostic, interventional and electrophysiology procedures. Canberra Hospital has two laboratories staffed and equipped to provide a 24-hour service for patients with acute and chronic cardiac conditions. The Cardiac Catheter Laboratory also includes a Day Procedure Unit. Normal operational service is Monday to Friday, 07:00hrs to 18:00hrs with on-call coverage for STEMI activation outside of business hours.

Registered Nurses are members of the multidisciplinary team and have a key role in caring for patients admitted to the Cardiac Catheter Laboratory

ABOUT YOU

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Behavioural Capabilities

Registered Nurse with an interest in developing skills in interventional cardiac nursing.

Position Requirements/Qualifications:

Relevant Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA) qualifications. and a minimum of 1 years' experience working professionally in the acute hospital setting is preferred.

- Post registration experience in acute and/or cardiac care is desirable
- The successful applicant will need to be available for after-hours work including evenings and weekends if deemed necessary. A consultation process is expected in the future regarding extended Cardiac Cath Lab hours.
- Following a period of training and achieved competency in Advanced Life Support the position includes an on-call commitment
- 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: The position includes a commitment to after-hours on-call duties once fully trained. Staff working in the Cardiac Catheter Laboratory are required to don lead (or similar) protective wear during procedures.

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: Alison Baldwin (02) 5124 3691 Alison.Baldwin@act.gov.au

RACS

Transitional Therapy and Care Program

Allied Health Assistant 3

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 42425 - 02608)

Gazetted: 28 September 2022

Closing Date: 12 October 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

The Transitional Therapy and Care Program (TTCP) provides up to 12 weeks of goal focused therapy and care services for older persons within their home or at the TTCP residential unit. The TTCP aims to maximise a person's recovery and functional independence following a hospitalisation and prevent premature admission to an aged care facility. The TTCP Allied Health team is Multidisciplinary and consists of Physiotherapists, Occupational Therapists, Allied Health Assistants, Dietitians, a Social Worker, and a Speech Pathologist. Under the indirect supervision of an Allied Health Professional, the Allied Health Assistant (AHA) in the TTCP plays a key role in the day-to-day functioning of the service, delivers therapeutic interventions and operates at an extended level. The TTCP operates from the University of Canberra Hospital, Bruce. AHAs within TTCP are supported with regular clinical and peer supervision, access to, and support to engage in ongoing professional development. They provide clinical education opportunities for AHA students.

This position is permanent full-time position. A merit list may be established from this recruitment to fill future temporary and permanent positions in a full-time or part-time capacity.

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, you would demonstrate the following attributes:

- Strong organisational skills, self-motivation and high levels of initiative.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- Good communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory:

- Cert IV in Allied Health assistance and experience working professionally in an Allied Health Assistant role in rehabilitation and/or aged care for a minimum of 3 years.
- Current Drivers' 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 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)
- Comply with CHS credentialing and scope of clinical practice requirements for allied health assistants.

Contact Officer: Johanna Hunter (02) 5124 0065 johanna.hunter@act.gov.au

Nursing and Midwifery and Patient Support Services

Patient Support Services

Theatre Wardsperson

Health Service Officer Level 5 \$60,182 - \$63,169, Canberra (PN: 20575, several - 025WV)

Gazetted: 26 September 2022

Closing Date: 10 October 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

The Theatre Wardsperson role is to support clinical service and provide assistance with patient care within the operating theatre space. The Canberra Hospital is a 24-hour service that operates daily including weekends and public holidays. These positions are primarily to assist with patient manual handling and transport within the operating theatres and throughout the hospital campus.

Wardsperson sit within Patient Support Services under the division of Nursing, Midwifery and Patient Support Services. Patient Support Services, plays a vital role in the delivery of essential support services to all areas of 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

Strong communication skills

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

Position Requirements/Qualifications:

- The successful applicant will need to be available for weekend and after-hours work.
- Knowledge of Theatre Wardsperson duties and understanding of the Patient Support Services commitment to client services and outcomes.

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

Note: Selection outcome may be finalised upon application 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: Joanne Keni (02) 5124 2980 joanne.keni@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

Corporate Services

Director, Safety and Wellbeing

Senior Officer Grade A \$157,201, Canberra (PN: 58964)

Gazetted: 27 September 2022

Closing Date: 11 October 2022

Details: The Canberra Institute of Technology (CIT) is a dynamic, connected, and diverse vocational education and training institution and is a Territory Authority established under the *Canberra Institute of Technology Act 1987*.

CIT plays a major role in the development of the ACT's future workforce and in building the skill base of the economy. Its core business is the design and facilitation of high-quality vocational programs, training and education and services to meet the needs of a diverse customer base – locally, nationally, and internationally. CIT has an exciting opportunity for a dynamic, enthusiastic, and experienced individual to drive an organisational level focus on safety and wellbeing and to lead the implementation of safety procedures and WHS risk management. In this role, you will work collaboratively with all stakeholders and support engagement across CIT to enhance the safety and wellbeing of all workers, students, clients, and visitors.

Eligibility/other requirements: Tertiary qualifications in Workplace Health and Safety or relevant field with extensive relevant experience are highly desirable.

Note: This is a permanent position available immediately.

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 pitch of no more than two pages outlining your suitability for the role addressing the Selection Criteria and provide a curriculum vitae as well as contact details of two referees.

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

Contact Officer: StevenP Wright (02) 6207 1356 StevenP.Wright@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

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Property Upgrades Manager

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 12369, several)

Gazetted: 28 September 2022

Closing Date: 12 October 2022

Details: 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.

This position manages an allocated set of property upgrade projects on ACT Government properties. Using technical skill and experience in maintenance and upgrade of properties the person in this role delivers projects from inception to the completion of the defects period, assisting clients to ensure the ACT Government receives high quality, technically proficient services in a timely manner. People in these roles will generally have a building trades or building management background and are able to provide technical advice when required.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Requirements

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

Hold a relevant building degree, or

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

In addition, applicants must:

Workplace Health and Safety Induction (White Card) or willingness to obtain; [General Construction Induction Card \(White Card\)](#)

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.

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

Hold a current driver's licence (car).

Membership of a relevant professional association and qualification/s in Procurement, Contract Management or Work Health and Safety are highly desirable.

Notes: There are several temporary positions available immediately for 12 months with the possibility of permanency.

Selection may be based on application and referee reports only.

This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Evan Byrne (02) 6205 3991 actpgcorporate@act.gov.au

Access Canberra

Complaints Management Team

Engagement, Compliance and Covid-19 Response | Complaints Management Team

Case Manager

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 24826, several)

Gazetted: 28 September 2022

Closing Date: 12 October 2022

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

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

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

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

To be successful in this role, you will:

- be a customer focused problem solver who can listen and interact with a diverse range of people who have a broad range of needs and provide a positive customer experience

- have an understanding of regulatory environments and complaints management processes and/or experience in customer service environments, managing complex and sensitive matters is desirable.

- demonstrate excellent verbal and written communication and negotiation skills

- have demonstrated ability to interpret complex legislation, policy and procedures

- show confidence and resilience in liaising and/or mediating interactions in relation to contentious matters with internal and external stakeholders

- have excellent administrative and organisational skills, including the proven ability to organise workloads and set priorities in a high-pressure environment with competing priorities and tight deadlines

We welcome applications from people with experience in the community, public and private sectors. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application.

Access Canberra is committed to ensuring all applicants can compete on an equal basis for our employment opportunities. *Reasonable Adjustment* refers to any administrative, environmental, or procedural modification that may provide an individual with a different way to provide evidence that they meet the requirements of a position equally and fairly.

If you have any requirements for *Reasonable Adjustments* to be made to the recruitment process to ensure that you have an equal and fair opportunity to be considered for selection, please contact the Contact Officer.

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

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

Refer to the Position Description for role specific requirements.

Selection may be based on application and referee reports only.

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

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

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

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

In your video you should:

- Tell us who you are

- What attracted you to this role in Access Canberra

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

Describe a situation where you used your communication skills to win over a challenging customer or stakeholder. What did you do and what was the outcome?

Additional Information for applicants

How to create and submit your video

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

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

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

Using Android phones – how to guide

Upload a video file in Dropbox or Google Drive.

How to upload video files

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

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

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

How to share and copy link to video files

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

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

HELPFUL TIPS FOR MAKING YOUR VIDEO

Read the position description/s carefully - try not to waste time talking about anything that isn't relevant to the role.

Plan before you film

Write down what you want to say

Don't recite your curriculum vitae or your written application – work off a script but don't read it word for word

Use a different example to the ones used in your written application – try and use a recent example that is relatable to the position you are applying for

Think about what you will wear – make a good first impression

Practice, practice, practice

Choose a well-lit setting and reduce background noise, use an appropriate background, **turn the volume up**

Record it

Watch your video and get someone else to watch it too - re film or edit as necessary

Check the visual and audio quality of the final product and that you have saved in the correct format, and it is **sharable/accessible**

If you experience any difficulties in producing a video, please call the contact officer for advice.

HELPFUL TIPS FOR WRITING A SUCCESSFUL APPLICATION

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

Ensure your examples to the selection criteria address all the points listed under each of the headings (Skills, Knowledge, Behaviour). You don't have to have a separate answer for each point - one example that covers all the points is acceptable. However, if you feel you need to provide more than one example to cover each of the points adequately that is ok too.

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

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

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

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

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

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

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

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

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

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

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

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

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

PROOFREAD - Each of your responses to the selection criteria should be free from errors, concise, precise, and relevant, factual, and positive and about **YOUR** capabilities and experience.

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

Contact Officer: Lucas Siqueira (02) 6205 4819 Lucas.Siqueira@act.gov.au

Access Canberra

Engagement, Compliance and COVID-19 Response

Parking Operations and Traffic Camera Compliance

Parking Operations Team Leader

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 40422)

Gazetted: 28 September 2022

Closing Date: 12 October 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 their 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 Parking Operations to fill the role of Team Leader and be a part of a significant reform program that seeks to ensure Access Canberra evolves with changing times, demographics and expectations, and future proof its operations. The successful candidate/s will be leading, supporting, and developing a team of Parking Information Officers conducting field activities in accordance with Road Transport Regulation and will be able to make a lasting impact on the safety of the community and upholding our commitment to public and business amenity.

A Rubik's Cube has fewer moving parts than this team, 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; have high levels of emotional intelligence and resilience and can work towards the promotion of both team and community safety. Team Leaders also use a variety of IT software systems, complete administrative duties, apply innovative ideas to help achieve road safety compliance, and aspire to find new ways of doing things better.

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.](#)

Eligibility/other requirements: You must be an Australian citizen or permanent Australian resident to be appointed as an Authorised Person under Road Transport Legislation. A current driver's licence is also required. You may be required to undergo a health assessment prior to employment.

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

How to apply: If this sounds like you, please review the Position Description and job advertisement for details about the role and associated responsibilities and send an application 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. Your curriculum vitae and contact details of at least two referees are also required.

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

Contact Officer: Lynette Troy (02) 6207 9280 Lynette.Troy@act.gov.au

Economic Development

Skills Canberra

Branch Coordination and Governance

Senior Coordination Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 02374)

Gazetted: 27 September 2022

Closing Date: 11 October 2022

Details: Skills Canberra is seeking a motivated, enthusiastic and detail orientated person to fill the role of Senior Coordination Officer for five weeks. In this role you will provide high quality administrative services, including quality assurance and co-ordinating Government and directorate business for Skills Canberra, as well as providing executive support to the Executive Branch Manager. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff. Notes: This is a temporary vacancy available from 31 October 2022 up until 2 December 2022. Selection may be based on application and referee reports only. This position works from a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. How to Apply: Please provide a one page pitch addressing the selection criteria, a current curriculum vitae and contact details for two referees. Applications should be sent to the Contact Officer.

Contact Officer: Aimee Vassallo (02) 6205 4040 Aimee.Vassallo@act.gov.au

Economic Development

artsACT

Arts Programs

Assistant Director, Arts Programs

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 21712)

Gazetted: 27 September 2022

Closing Date: 11 October 2022

Details: artsACT is seeking an Assistant Director, Arts Program, for up to 12 months to September 2023, with the possibility of extension and/or permanency, to assist with the delivery of the arts funding programs and administering government business including briefs, speeches, and general correspondence. The successful applicant will need strong program management skills, strong oral and written communications skills, as well as a history of developing productive working relationships with internal and external stakeholders. A sound understanding of government business and the arts sector is highly desirable.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Note: This is a temporary position available for up to 12 months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is under activity-based working arrangements, including that officer do not have a designated workstation/desk. At present, all officers work from home unless there are any special circumstances.

How to Apply: Please include a two-page Expression of Interest describing your Skills, Knowledge, Behavioural Capabilities, and experience relative to the requirements of the position. Please include your curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Piani (02) 6207 2381 Robert.Piani@act.gov.au

Corporate

People and Capability

Safety and Wellbeing

Assistant Director - Safety and Wellbeing

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53831)

Gazetted: 27 September 2022

Closing Date: 13 October 2022

Details: The Assistant Director - Safety and Wellbeing is a vital member of the Safety and Wellbeing team, focused on establishing a mature safety culture across the directorate.

Under the direction of the Senior Director Safety and Wellbeing, the Assistant Director - Safety and Wellbeing is responsible for the development and implementation of targeted and systematic health and safety initiatives and proactive programs that promote health and wellbeing in line with the Directorate's Work Health and Safety Management System. They will also be a primary contact for incident notifications across the directorate and responsible for monitoring and conducting investigations, reporting and closing out corrective actions.

The Assistant Director - Safety and Wellbeing will work with business and work safety contacts to embed a safety culture. Working independently to deliver key tasks will be essential, however the Assistant Director - Safety and Wellbeing will also need to consult and collaborate with the Directorate's business units and WHS Coordinators on matters relating to safety and wellbeing.

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.](#)

Eligibility/Other Requirements:

Tertiary qualifications and technical expertise in workplace health and safety, or equivalent experience are highly desirable.

Certificate IV in Training and Assessment is highly desirable.

Lead auditor WHS Management Systems qualification is highly desirable.

Investigation qualification is highly desirable.

Background / Security clearance checks will be conducted.

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

How to Apply: Applications which include a copy of your curriculum vitae, two referee details and a one page pitch.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bradley Chesterfield (02) 6205 6117 Bradley.Chesterfield@act.gov.au

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Property Upgrade Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 58545)

Gazetted: 27 September 2022

Closing Date: 11 October 2022

Details: 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.

This role provides administrative support to teams managing property upgrade services. The role involves liaising with project officers, suppliers, building owners and ACT Property Group managers to deliver high quality and timely secretariat, reporting and administration tasks. The strong administration skills of the person in this position will ensure that ACT Property Group can provide an efficient and effective service, timely payment of invoices and good reporting. The role requires good organisational skills and the ability to monitor and manage multiple activities.

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.](#)

Eligibility/Requirements

a current driver's licence (car)

Qualification/s in business, administration or property related areas are desirable.

Notes: This is a temporary position available immediately for 12 months with possibility of permanency.

Selection may be based on application and referee reports only.

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

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 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: Evan Byrne (02) 6205 3991 actpgcorporate@act.gov.au

Access Canberra

Fair Trading and Compliance

WWVP Risk Assessment and Investigations Team

Risk Assessment Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 36602)

Gazetted: 27 September 2022

Closing Date: 11 October 2022

Details: Would you like to contribute to the protection of vulnerable people in the community? Access Canberra is looking for highly motivated and conscientious candidates to fill the role of Risk Assessment Officers within the Working with Vulnerable People Risk Assessment and Investigation Team. You will need to have well-developed writing and verbal communication skills, take ownership of work, be organised, self-motivated and disciplined, and able to work well within and across teams. Successful candidates will need to manage competing priorities, respond and adapt to new and changing circumstances, undertake critical analysis of issues and demonstrate high-level judgement while maintaining strong attention to detail.

Access Canberra is a dynamic workplace with a changing workforce, and the preparedness to adapt through ongoing personal and professional development is a desirable quality of prospective candidates.

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.](#)

Eligibility/Requirements

This role carries a high potential for encountering offensive or traumatic material. By applying for the position, you acknowledge the nature of the material you may be exposed to in the role and indicate you are willing to utilise employer provided support services to manage your mental health on an ongoing basis.

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 \(act.gov.au\)](#)

Notes: This is a temporary position available immediately for three months, with the possibility of extension up to 12 months.

A merit pool will be established from this recruitment process that 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. Your application should be written in the form of a pitch, no longer than 2 pages, explaining how you are the right person for this role, and providing examples to demonstrate you have the skills, knowledge, behavioural capabilities and experience to perform the duties of the role.

Applicants are also required to provide a current curriculum vitae and contact details for two referees. One of your referees should be your current or previous supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gabriella Rovolis (02) 6207 5022 Gabriella.Rovolis@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Director, Service Desk

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 14249)

Gazetted: 26 September 2022

Closing Date: 10 October 2022

Details: Service Desk Manager

Do you have a strong track record of delivering exceptional customer service? Do you want to lead a dynamic, high-achieving team to deliver superior ICT support? Then keep reading!

We're looking for someone to lead the ACT Government's ICT Service Desk, providing frontline support to 25,000+ employees across 9 directorates using a mix of phone, digital and in-person channels.

Tech skills are an advantage but aren't a requirement. This role is more about managing people and the underpinning process, systems and tools to deliver an excellent customer experience.

You will bring a high level of energy to your work, have the experience to motivate and lead a large team, and the ability to influence your colleagues with the goal of achieving improved outcomes for your customers.

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.](#)

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 copy of your curriculum vitae and an outline of no more than two pages supporting your claims against the Selection Criteria.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Renae Boege (02) 6207 8487 Renae.Boege@act.gov.au

Access Canberra

Licensing and Registrations

Community, Industry and Traders Licensing

Team Leader

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 55557)

Gazetted: 26 September 2022

Closing Date: 3 October 2022

Details: The Licensing and Registrations Division is comprised of several sub-units responsible for licensing and registration types on behalf of statutory authorised and statutory officer holders. The Community, Industry and Trader Licensing (CITL) team administers a wide variety of legislation across multiple industries, including but not limited to controlled sports, security, agents, co-operatives, traders, Justices of the Peace, and incorporated associations.

The successful applicant will be responsible for managing the day-to-day operations of the CITL team, in the capacity of the Team Leader. This role includes providing high level customer service, leading, and monitoring team's performance and the performance of individuals. Assists in the development and implementation of procedures, identifies training requirements, and delivers training to ensure a well-skilled and high performing

team. You will also support the Assistant Manager in the preparation of reports, statistics, ministerial correspondence, and the conduct of projects.

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.](#)

Note: This is a temporary position available immediately for six months. A merit pool will be established from this process and future vacancies may be used from this process within the next 12 months. The successful candidate may be based on application only.

How to apply: Please submit a one-page personal pitch providing examples from your experience demonstrating your suitability against the Professional, Technical Skills, Knowledge and Behavioural requirements for this role listed in the Position Description. Accompanying your pitch please provide your curriculum vitae including two referees.

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

Contact Officer: Samantha Swale (02) 6207 7046 Samantha.Swale@act.gov.au

Access Canberra

Engagement, Compliance and COVID-19 Response

Parking Operations and Traffic Camera Compliance

Operations Coordinator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 51232)

Gazetted: 26 September 2022

Closing Date: 10 October 2022

Details: Are you a great communicator? Do you have an interest in public safety want to promote this through community engagement, education, and compliance activities? Can you lead, support, and develop a team to achieve common goals? If the answer is yes, you may be the person we are looking for.

Access Canberra Parking Operations is seeking an enthusiastic and dedicated person with exceptional people and organisation skills to fill the role of Operations Coordinator. The successful applicant will have experience coordinating teams, and experience leading and organising field-based activities is desirable. The Operations Coordinator will be responsible for coordinating parking enforcement activities across the ACT, providing guidance and support to a large team of supervisors and compliance staff and responding to community parking needs. Exceptional communication skills are required to co-ordinate activities within a dynamic environment that provides valuable services to Government and the ACT community.

The successful applicant will possess excellent administrative and leadership skills, and the ability to use data and IT software systems to help achieve their goals. We are seeking a leader that is proactive with Workplace Health and Safety and committed to providing improved road safety outcomes for the community. Experience leading teams within a regulatory environment and an understanding of parking compliance functions is desirable but not essential.

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.](#)

Eligibility/other requirements: You must be an Australian citizen or permanent Australian resident to be appointed as an Authorised Person under Road Transport Legislation. A current driver's licence is also required. You may be required to undergo a health assessment prior to employment.

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 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 Capabilities in relation to the Duties/Responsibilities listed in the Position Description.

Please submit a written application of no more than two pages, in the form of a pitch, indicating your capacity to perform the duties and responsibilities at the specified classification while responding to the statement below.

Outline your ability, experience, and qualifications and how they make you the best person for this role.

Please include contact details of at least two referees and current curriculum vitae.

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

Contact Officer: Benjamin Hobbs (02) 6205 2574 Benjamin.Hobbs@act.gov.au

**Access Canberra
Customer Coordination
Contact Centre
Training Officer**

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 31278)

Gazetted: 26 September 2022

Closing Date: 10 October 2022

Details: Do you have an unfulfilled aspiration to be a teacher? Are you experienced in creating digital training content and delivering online training? Do you have the skills to learn and use multiple ICT systems? If you have said yes to these, you might just be who we are looking for.

Customer Coordination delivery teams comprise of service delivery via multiple channels such as phones, digital, face to face and have high workloads. As such, we have a need for someone to hit the ground running with the ability to be adaptable, learn new systems and work as part of a team to support Access Canberra deliver its services to the ACT Community.

We are looking for someone to be engaged with the digital delivery of training, be flexible with the training needs and a strong knowledge of adult learning pathways.

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.](#)

Eligibility/other requirements: To be able to work outside normal business hours to assist with training and supporting the team through significant peak call volumes and emergency events in the ACT.

Note: This is a temporary position available immediately with the possibility of permanency.

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

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

How to apply: Please submit a maximum 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.

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: Janice Seymour (02) 6205 3900 Janice.Seymour@act.gov.au

**Property and Shared Services
ACT Property Group
Integrated Facilities Management
Field Maintenance Officer**

General Service Officer Level 5/6 \$59,713 - \$65,718, Canberra (PN: 22169, several)

Gazetted: 23 September 2022

Closing Date: 11 October 2022

Details: This role provides a range of general maintenance services to ACT Government owned and managed properties, installs and removes flags and banners and maintains non-building assets like fountains and memorials when required. This role is primarily out in the field delivering programmed and as required maintenance services. The person in this role works with the Field Maintenance team to deliver a range of works.

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. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

This position requires:

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

Hold a medium rigid truck licence

Qualification/s in building trades or similar are highly desirable

Certificate/Tickets in Traffic Control, Working at Heights, Working in Confined Space, or the ability to obtain these are desirable

Notes: Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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: Adam Dezman (02) 6205 9934 actpgcorporate@act.gov.au

Corporate

Workforce and Information Services

Ministerial, Executive Support and Budget

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 58954)

Gazetted: 23 September 2022

Closing Date: 3 October 2022

Details: The Workforce and Information Services branch provides a range of services across CMTEDD, including recruitment policy, programs, advice and support for executive and non-executive recruitment and labour hire engagement, organisational change management, information management and governance, administrative and budget support for our Ministers and their staff, diversity, inclusion and engagement support and workforce planning and succession planning advice. The Senior Director, Ministerial, Executive Support and Budget section provides professional, responsive administrative and coordination support, including the development of, and advice for, policy, procedures and guidance materials relevant to the ACT Executive (Ministers and their Offices). As of 30 June 2022, there were nine Ministers including the Chief Minister and 68 staff.

What we require

The successful candidate will have attention to details, sound judgement, communication and stakeholder engagement and leadership skills to effectively lead, manage and support a team delivering services to our Ministers and their staff. The applicant must have knowledge and skills in the use of an electronic document management system (HPE Content Manager).

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#) For further information please see the position description attached.

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

How to Apply: Please provide a two-page pitch to support your application outlining your suitability for the role by outlining your relevant skills, knowledge and behavioural capabilities. Applicants are also required to provide a current curriculum vitae, including the details of two referees by 29 September 2022.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mr Allan McLean (02) 6207 2260 al.mclean@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

Communities

Women, Youth, Multicultural Affairs and Social Recovery

National Multicultural Festival

Events Coordinator Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 41258)

Gazetted: 28 September 2022

Closing Date: 5 October 2022

Details: The National Multicultural Festival (the festival) is seeking someone to join the team at the ASO6 level, to help deliver the 25th anniversary of this iconic event in February 2023. The festival is high-profile, much-loved community event held each year in the Canberra CBD. It provides an opportunity for the community to showcase and experience a wide range of cultural traditions and heritage through 3 days of food, music, dance and entertainment, with around 250 stalls and over 200,000 attendees. Being part of the planning and delivery of the 2023 festival will see you working in a high-energy, fast-paced, environment, where no two days are the same. 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 • Comprehensive experience in large-scale outdoor events • Knowledge of event industry standards and experience identifying, analysing and implementing risk management plans • Knowledge of ACT Government processes • Excellent written and verbal communication skills; strong consultation and negotiation skills; and the ability to provide well-considered advice • Ability to take initiative and work autonomously and with limited direction, while still part of a small team who support each other Notes: This is a temporary vacancy available from 3 October 2022 up until 31 March 2023. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only. How to Apply: To apply, please submit an Expression of Interest of no more than two pages, addressing all the Selection Criteria, a current curriculum vitae, and the details of two referees. Applications should be sent to the Contact Officer.

Contact Officer: Nadia Osman (02) 6207 2552 Nadia.Osman@act.gov.au

Corporate Services

Governance

Senior Director, FOI Management

Senior Officer Grade A \$157,201, Canberra (PN: 58837)

Gazetted: 28 September 2022

Closing Date: 14 October 2022

Details: The Governance branch is responsible for Ministerial, Assembly and Cabinet services and advice, strategic projects and directorate reporting, building services and fleet, as well as the co-ordination of Freedom of Information (FOI), legal coordination and the Open Access Information Scheme.

Governance is seeking applications for a Senior Director, Freedom of Information (FOI) Management. To be successful in this position, you must demonstrate the following professional/technical skills, knowledge and behavioural capabilities:

High-level leadership and management skills.

Sound understanding of statutory decision-making functions within the legislated requirements.

Well-developed administrative and coordination skills, with strong attention to detail; capability to manage competing priorities and the ability to achieve outcomes within statutory timeframes.

Effective communication skills (oral and written), to enable effective liaison and negotiation, including the ability to inform, influence and persuade internal and external stakeholders, and the ability to handle sensitive information with discretion.

High standards of customer service and ability to develop processes and systems to provide those services efficiently and effectively.

Capacity to cultivate productive working relationships with internal and external stakeholders to achieve individual, team, and/organisational objectives.

Demonstrated ability to contribute to delivering a high standard of customer focused service.

Demonstrated achievement in modelling ethical behaviour and contributing to team commitment to deliver outcomes aligned to the ACTPS Values and Signature Behaviours and Government priorities, and to achieving consistently high service standards.

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 will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: A two-page pitch addressing the Selection Criteria is sought from potential candidates and should include contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robyn Calder (02) 6205 0688 Robyn.Calder@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Melaleuca Place

Psychologist/Social Worker

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728, Canberra (PN: 37467)

Gazetted: 26 September 2022

Closing Date: 3 October 2022

Details: The functions of CYPS Practice and Performance, Melaleuca Place include:

Providing multi-disciplinary biopsychosocial assessments for children in out of home care.

Providing short- and long-term therapy to children with developmental trauma using a variety of evidence-based therapeutic modalities.

Working systemically with caregivers, schools, and professionals to facilitate relational healing

Supporting CYPS to deliver and embed trauma-informed case management and practice to children and young people within a statutory framework.

Implementing and providing therapeutic specialist support for children and young people and operational staff.

Providing trauma-target training to internal and external stakeholders on principles of therapeutic care.

Developing Positive Behaviour Support Plans and undertaking functional behaviour assessments to help understand and support carers of children/young people who are demonstrating behaviours of concern, and where restrictive practices are occurring.

In partnership with CYPS Case Managers, ensuring that children and young people in care or involved with the criminal justice system have robust case plans (including assessment and treatment).

Engaging with or assisting CYPS Case Managers to engage with Aboriginal and Torres Strait Islander children, young people, and parents to connect them with opportunities to increase their cultural participation and strengthen their family/community links.

The purpose of the position at Melaleuca Place is to provide evidence-informed interventions within a small multidisciplinary team. This will involve trauma-targeted assessment and medium- to long-term therapy to children and young people who have experienced complex developmental trauma as a result of abuse and neglect and who are current clients of the statutory services. Melaleuca Place works systemically to support the family, school and other stakeholders involved in the child's life as well as working with the child directly. In addition to providing therapeutic assessment and interventions, this position will also provide trauma specific training and education opportunities for carers and professionals working directly with children and young people. The position requires strong assessment and therapy skills, with comprehensive experience in the fields of child development, attachment, and trauma.

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

Essential qualifications and experience:

Advanced level of training, knowledge and experience in relation to therapeutic work with traumatised children and young people.

Relevant tertiary qualifications and registration in Psychology or Social Work

At least 3 years' experience in human services fields (preferably 5 years)

Current Driver's Licence

ADDITIONAL INFORMATION

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

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

Notes: This is a temporary position available immediately for 12 months with the possibility of extension.

Selection may be based on application and referee reports only.

A Merit List may be established from this selection process and maybe used to fill temporary and permanent vacancies over the next 12 months.

How to Apply: Please submit your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached position description, a current curriculum vitae and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erika Jung (02) 6205 4059 Erika.Jung@act.gov.au

Housing ACT

Infrastructure and Contracts

Contract Management Team

Senior Contract Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 00406)

Gazetted: 26 September 2022

Closing Date: 10 October 2022

Details: The Infrastructure and Contracts branch of Housing ACT is looking for a motivated Senior Contract Manager to join our busy Contract Management team. The position reports to the Assistant Director, Contract Management. The position occupant will be expected to demonstrate management and leadership capability, the ability to think outside the box in an operational environment and possess well-developed interpersonal, organisational and communication skills.

The position occupant will be expected to build and maintain relationships, both within Government and outside. We are looking for people with demonstrated influencing, negotiation and engagement capabilities and an ability to develop and use relationships and networks with internal and external stakeholders. The Contract Management Team carries a significant workload which can change rapidly in response to the needs of the contract, and team members must be able to effectively manage multiple issues at once. Consequently, it is important that you can identify / prioritise issues and suggest practical solutions, including knowing when to escalate matters.

The position occupant will be responsible for leading their team in projects associated with contract management of the TFM Contract. This includes managing the governance and operational sides of the contracts using analytics of trends and data. The position occupant will be an integral and active part of the leadership team within the broader Contract Management Team. 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: Application should be submitted addressing the Selection Criteria, no more than two A4 pages, plus curriculum vitae and references.

Applications should be submitted via the Apply Now button below.

Contact Officer: Suppaluck Leung (02) 6207 1096 Suppaluck.Leung@act.gov.au

Housing ACT

Infrastructure and Contracts

Infrastructure Delivery

Senior Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 03144)

Gazetted: 26 September 2022

Closing Date: 10 October 2022

Details: The Infrastructure and Contract branch of Housing ACT is looking for a motivated Senior Project Officer to join our dynamic Infrastructure Delivery team. The Senior Project Officer is responsible for project management of properties marked for redevelopment as part of the Growing and Renewing Public Housing program. It supports the Assistant Director, Director and Senior Director, Infrastructure Delivery, by engaging and collaborating within the immediate team and other external stakeholders to provide safe and affordable housing to the Canberra community. Depending on work allocation the Senior Project Officer may be responsible for managing projects in either design and/or construction phases.

The position works closely with various teams throughout Housing ACT to share information, ensuring the project designs meet the changing needs of Housing ACT tenants. Building and maintaining relationships, both within Government and outside, especially with the design industry, is an important part of the position's responsibilities. We are looking for people with demonstrated influencing, negotiation and engagement capabilities and an ability to develop and use relationships and networks with internal and external stakeholders. Applying strategic engagement principles when consulting and informing the community is a key part of this role. More information can be found in the position description.

Notes: A Merit Pool will be created for future temporary and permanent vacancies over the next 12 months.

How to Apply: Applications should be submitted as if writing to an Expression of Interest (EOI) addressing the selection criteria, no more than 2 A4 pages, plus curriculum vitae and references.

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

Contact Officer: Kristen Wilson (02) 6207 6564 Kristen.Wilson@act.gov.au

Office of the Director-General

Office of the Director-General

Office of the Director-General

Executive Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 53533)

Gazetted: 26 September 2022

Closing Date: 6 October 2022

Details: The Office of the Director-General is seeking a highly motivated person to undertake the role of Executive Support Officer.

The successful candidate will work in collaboration with the Executive Officer and the Executive Assistant to the Director-General to implement and maintain processes that contribute to achieving organisational and operational goals for the Director-General and Directorate.

The position occupant will require excellent interpersonal, communication, and organisational skills, and the ability to take initiative, solve problems and work under limited direction.

The Office of the Director-General is a critical first point of contact for the Directorate by the Ministers and their staff, government office holders, representatives of other ACT Government and Commonwealth agencies, the community sector, and clients.

This is a dynamic, outcomes focused area, which provides high level support to the Executive and Minister.

This position reports to the Executive Officer to the Director-General.

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.

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

Contact Officer: BriannaO McGill 6207 3936 BriannaO.McGill@act.gov.au

Housing ACT

Infrastructure and Contracts

Capital and Strategy team (Program Management Office)

Governance Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58841)

Gazetted: 23 September 2022

Closing Date: 7 October 2022

Details: The Infrastructure and Contracts branch of Housing ACT is looking for a motivated Governance Project Officer to join our busy Capital and Strategy team.

The position reports through the Director and Senior Director of Capital and Strategy. The position occupant will be expected to undertake secretariat duties for several cross-directorate governance meetings and possess excellent interpersonal, organisational and communication skills. We are looking for people with demonstrated experience in establishing and managing effective governance and reporting arrangements for government programs. The position occupant may be asked to perform administrative tasks to support the operations of the broader team.

The position is responsible assisting in the management of the governance arrangements for the ACT Housing Strategy: Growing and Renewing Public Housing Program. More information can be found on the position description.

Notes: This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency.

How to Apply: Applicants should submit as if writing to an Expression of Interest, addressing the Selection Criteria, to a maximum of two A4 pages plus curriculum vitae and referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Howarth (02) 6205 9715 Tania.Howarth@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

Disability and Inclusion Educators

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: Disability and Inclusion Educators)

Gazetted: 27 September 2022

Closing Date: 10 October 2022

Details:

Competitive salary up to \$114,624 (dependent on experience) +11.50% employer superannuation

Reimbursement of reasonable relocation costs up to \$12K plus dependents allowance

The ACT Education Directorate is anticipating 300 permanent vacancies for 2023.

Looking to embrace a better work life balance with everything within an easy reach?

The ACT Education Directorate is seeking **Inclusion** and **Disability Educators** to teach in Canberra's public schools. We're looking for dedicated and enthusiastic new and experienced educators who can demonstrate capability to work on quality learning programs that cater for students with diverse needs and interests.

Why Canberra?

Enjoy a relaxed lifestyle in a progressive city, where everything is within an easy 30-minute drive. Embrace a better work-life balance in a city which has the most physically active population in Australia, is brimming with culture and art, has a buzzing café and dining scene and is just a stone's throw from natural bushland. Discover more at canberra.com.au

Our Directorate

Become part of a welcoming, caring system that has some of the leading employment conditions in the country.

Some examples of conditions covered in our Teaching Staff Enterprise Agreement include:

Competitive wages and superannuation benefits

Agreed class sizes

Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption or permanent care leave.

Future of Education in the ACT

ACT's [Future of Education Strategy](https://www.education.act.gov.au/our-priorities/future-of-education) <https://www.education.act.gov.au/our-priorities/future-of-education> is a ten-year strategy. Launched in August 2018, the strategy sets the ACT Government's long-term vision for Education through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on:

Strengthened systems to focus on equity with quality

Placing students at the centre of their learning

Empowering teachers, school leaders and other professionals to meet the learning needs of all students

Building strong communities for learning

Diversity statement

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

What's on offer

We are offering **permanent** and **temporary** teaching opportunities across the ACT public school system. Successful candidates will be offered positions based on system priorities.

We are recruiting now to fill both permanent and temporary vacancies across, primary secondary and specialist schools with several positions in small group settings.

Your skills and experience

Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Demonstrated capacity to use evidence-based classroom practice and behaviour management that fosters a positive learning environment.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Proven expertise in whole school wellbeing initiatives to engage and support students.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Eligibility requirements for employment

Eligible for teacher registration with Teacher Quality Institute (TQI) prior to commencing employment [ACT Teacher Quality Institute \(tqi.act.edu.au\)](https://tqi.act.edu.au)

Current Working with Vulnerable People registration (WwVP) [Home \(act.gov.au\)](https://act.gov.au)

Australian citizenship and/or permanent residency or a valid working visa

Business sponsorship available assessed on an individual basis

How to Apply

To complete your application, please submit the following documents:

resume

contact details of two professional referees (one must be from a current or previous supervisor)

two-page statement providing practice examples aligned to the Australian Professional Standards for teachers with an emphasis on the results achieved.

A copy of your registration from your local regulatory authority or if currently studying evidence of enrolment in an accredited initial teacher education program

We are accepting applications now, please click the apply now button to start your application.

A merit pool will be established from this recruitment process and may be used to fill future identical vacancies.

Any questions please email us at EDUTeachingInCanberra@act.gov.au

Contact Officer: Wally Arndt (02) 6207 3046 eduteachingincanberra@act.gov.au

Office for Schools

South Weston

Charles Weston School Coombs

School Leader C

School Leader C \$132,293, Canberra (PN: 37036)

Gazetted: 26 September 2022

Closing Date: 13 October 2022

Details: Charles Weston School is located in Canberra's growing Molonglo Valley. We have a beautifully diverse population of 600 students with over 50 different languages spoken by our families. We are an IB world school offering the Primary Years Programme from Preschool to Year 6 with a strong focus on student voice, inclusion, and inquiry learning.

Our Vision: Growing an inclusive community of globally minded problem solvers who act for a better world.

Our Mission: Education in our school for our world.

Our school values of Growth Mindset, Organisation, Respect and Wellbeing (GROW) are emulated by staff, students, and their families, reflecting a positive and caring community.

We are seeking a collaborative, innovative and dynamic School Leader to join our team. The successful applicant will demonstrate expert and proven ability to bring together a community of learners inclusive of students, educators, families, and the wider community. They will be a leader of learning with a deep curriculum knowledge and high level skills in supporting staff to implement authentic and engaging inquiry-based learning and experience with supporting the implementation of whole school literacy and numeracy practices.

Our new school leader will:

have the skills and knowledge to work collaboratively within the leadership team to embed high quality teaching and learning aligned to the PYP principles and practices.

foster an inclusive approach to learning that meets students at their point of need.

demonstrate an ability to lead staff in rigorous PLC inquiries using data to improve student outcomes.

establish highly effective relationships with all members of the school community including staff, students, families, and external providers.

have a proven ability to coach and mentor teachers in curriculum and pedagogy, modelling exemplary classroom practice to build capacity and achieve whole school priorities, particularly in numeracy and literacy.

demonstrate comprehensive understanding of the Australian Curriculum and Inquiry based pedagogy.

undertake an appropriate teaching load and other duties as determined by the Principal.

Eligibility/Other Requirements:

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

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: Marilyn Smith (02) 6142 0404 Marilyn.Smith@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

Strategic Finance and Procurement

Business Improvement and Support

Assistant Director, Business Improvement and Support

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58952)

Gazetted: 22 September 2022

Closing Date: 6 October 2022

Details: The Education Directorate is seeking a team member to support, assist and build capability in the business of schools including ensuring compliance, accountability and best practice is being met. The role will include providing advice to schools on a broad range of school operation issues and activities to meet the business needs effectively and consistently across the system. The role is responsible for the achievement of outcomes within agreed timeframes and within a framework of operational and strategic goals and objectives.

As an Assistant Director you will work with a significant degree of independence in day-to-day activities in delivering support and service to the business of schools.

Eligibility/other requirements: Experience in a school business role

Note: This is a temporary position available immediately up to June 2023 with the possibility of permanency.

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

How to apply: Applicants are requested to provide a written response to the Selection Criteria of no more than two pages, along with their most recent curriculum vitae.

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

Contact Officer: Peter Podnar (02) 6205 3145 Peter.Podnar@act.gov.au

Environment, Planning and Sustainable Development

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

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

Corporate Services and Operations

Finance, Information and Assets

Digital and ICT Portfolio Services

Solutions Architect

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41813)

Gazetted: 27 September 2022

Closing Date: 11 October 2022

Details: The Digital and ICT Portfolio Services team's role is to provide digital platform and capabilities, strategic direction, service assurance and ICT support in partnership with embedded Digital, Data and Technology Solutions (DDTS) team and external vendors that meets business objectives of Environment, Planning and Sustainable Development Directorate (EPSDD) portfolio.

This technical position is to support the Directorate by providing trusted technical advice. Analyse and provide information on emerging technology as it relates to future requirements of existing directorate business systems. Working with the directorate stakeholders undertake requirement analysis and present findings for the advancement of technology improvement to the directorate business system owners.

This technical position is the directorate trusted technical advisor and excellent research skills and a broad technical background will allow this advisor to know when and where to recommend emerging and widely used technology.

Working closely with our decision partners in the directorate and with DDTS ICT technical resources and vendor, the position undertakes requirements analysis with strategic agility, high level presentation skills and business acumen.

Someone who enjoys technical learning on the fly, fostering change and finding the middle ground will excel in this role.

Eligibility/other requirements: Relevant experience, Territory qualifications and Information Technology Infrastructure Library (ITIL) framework would be highly regarded.

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

This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please submit a two-page pitch addressing the skills, knowledge and behaviour that form the Selection Criteria that are required to perform the duties and responsibilities of the position as set out in the Position Description and provide a current curriculum vitae including two referees.

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

Contact Officer: Andy Tripathi (02) 6205 3034 Andy.Tripathi@act.gov.au

Environment, Heritage and Water

Conservation Research

Senior Monitoring Ecologist

Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 15236)

Gazetted: 26 September 2022

Closing Date: 24 October 2022

Details: This is an exciting opportunity to contribute to the understanding, assessment and management of the ACT's ecosystems. We are seeking an experienced ecologist to lead the further development of an established ecosystem condition assessment and adaptive management support program in the Conservation Research (CR) branch of the Environment, Heritage and Water Division of EPSDD. CR branch is a small, friendly and highly collaborative scientific team that undertakes a range of ecological research and monitoring programs to underpin and promote evidence-based management, policy and decision making; provide expert advice into a wide range of Government approval, licensing, operational and planning processes; advise on and implement threatened species and ecological community recovery plans; and carry out fisheries management. The branch works with many stakeholders both 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

Mandatory:

Tertiary qualifications in ecology, environmental science, natural resource management or similar field.

5 years experience in ecological research/monitoring

Current manual driver's licence.

Highly Desirable:

Experience in the ACT or other government environment/NRM agencies.

Notes: 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.

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 curriculum vitae and a 2-3 page document responding to each Selection Criterion in turn.

You are encouraged to talk to the contact officer before applying to discuss the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rosie Cooney 0422 281 818 Rosie.Cooney@act.gov.au

Climate Change and Energy

Climate Change and Energy Policy

Gas Transition Taskforce

Senior Project Engineer (Gas Transition Taskforce)

Senior Professional Officer Grade A \$157,201, Canberra (PN: 58897)

Gazetted: 26 September 2022

Closing Date: 24 October 2022

Details: The ACT Government has released its pathway to electrification, transitioning away from natural gas by 2045. This introduces a range of strategic questions regarding the gas distribution network, including opportunities for renewable gases for specific applications; reuse of elements of the existing network and decommissioning of elements of the existing network.

An experienced engineer, with a gas network background, is sought to support the Gas Transition Taskforce. You will work with a multi-disciplinary team to deliver elements of an Integrated Energy Plan required by 2024.

The ACT Government supports flexible and hybrid working arrangements.

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:

Demonstrably relevant engineering degree with expertise relevant to gas distribution systems. A minimum of five years' experience within an engineering role directly relevant to gas distribution systems.

Highly Desirable:

Experience at a senior level within a gas utility.

Experience and technical understanding of bio-gas systems and/or hydrogen systems.

Note: This is a full-time temporary position available immediately for 24 months.

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

How to apply: Please submit your curriculum vitae and a two-page pitch, outlining your interest and suitability for the role.

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

Contact Officer: Simon Grice (02) 6205 3078 Simon.Grice@act.gov.au

Justice and Community Safety

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

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

**ACT Human Rights Commission
Public Advocate and Children and Young People Commissioner
Public Advocate**

Senior Director, Public Advocacy

Senior Officer Grade A \$157,201, Canberra (PN: 56952)

Gazetted: 28 September 2022

Closing Date: 12 October 2022

Details: Are you looking for a challenging role in a dynamic multi-faceted work environment? If so, look no further! The ACT Public Advocate (who is also the ACT Children and Young People Commissioner) is seeking a passionate, highly motivated, and well organised person with demonstrated superior legal policy, legal representation, and leadership skills to head up her public advocacy team.

The Public Advocate has legislative responsibility for protecting and promoting the rights and interests of people in the ACT who are experiencing vulnerability. Some of these functions are specific to children and young people, and others encompass people with complex disability needs, including older persons and those with mental health conditions and/or forensic patients.

The Senior Director, Public Advocacy works alongside the Public Advocate to lead and manage the activities of a team of staff who operationalise the Public Advocate's functions by seeking to ensure that the services and systems that support persons experiencing vulnerability do so in a way that assures their safety and wellbeing, while being appropriately cognisant of their rights.

The Senior Director, Public Advocacy has significant decision-making autonomy within agreed parameters and has strategic responsibility for providing high-level legal policy advice and representation (as required) on behalf of and to the Public Advocate, the public advocacy team, and within the broader Human Rights Commission.

The Senior Director, Public Advocacy also has primary responsibility for management of the team's human resources and supports the Public Advocate in managing financial resources.

Eligibility/other requirements: Registration through the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to:

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

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

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

How to apply: Applications are sought from potential candidates and should include a supporting statement of no more than a three-page pitch addressing the Professional/Technical Skills and Knowledge, and the Behavioural Capabilities as detailed in the Position Description and a current curriculum vitae, including the details of two referees.

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

Contact Officer: Jodie Griffiths-Cook (02) 62052222 Jodie.Griffiths-Cook@act.gov.au

**ACT Human Rights Commission
Victims of Crime Commissioner
Victim Support ACT**

Director, Family Violence Safety Action Program

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58844)

Gazetted: 28 September 2022

Closing Date: 14 October 2022

Details: Victims of Crime Commissioner (VOCC), ACT Human Rights Commission

Director, Family Violence Safety Action Partnership (FVSAP)

The ACT Victims of Crime Commissioner (VOCC) is seeking an outstanding leader with excellent management and communication skills to lead the Family Violence Safety Action Partnership within the ACT Human Rights Commission. Established in 2020, the FVSAP is an expansion of the ACT family violence intervention program and seeks to improve the safety of victim survivors by:

enabling ACT Government, community and justice agencies to implement an integrated risk assessment and response model that collaboratively identifies, assesses and responds to high-risk domestic and family violence (DFV) cases

providing a forum for the sharing of information that increases the visibility and accountability of DFV perpetrators

developing coordinated safety action plans

improving understanding across government and non-government agencies of the dynamics of DFV, victim

survivor safety and perpetrator accountability.

Working closely with the VOCC, the Office of the Coordinator General for Family Safety and the Domestic Violence Crisis Service, the Director will:

Lead and support a multi-disciplinary team to develop and deliver FVSAP activities.

Invest in strong working relationships with Program stakeholders to facilitate their active participation in the

FVSAP, and to inform ongoing monitoring and development of FVSAP processes.

Chair fortnightly FVSAP meetings with the goal of sharing information, building trust and driving a strong focus on perpetrator accountability

Deliver FVSAP reporting, including data collection and identification of gaps and trends that highlight the need for training, practice, policy or law reform.

This is a challenging role which requires significant experience providing case coordination to people affected by DFV. In particular, the role requires experience, or demonstrated knowledge of, risk assessment and response frameworks and strategies to improve DFV perpetrator visibility and accountability.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply.

Eligibility/Other Requirements:

Professional / Technical Skills and Knowledge

Demonstrated significant experience providing case coordination to people affected by DFV.

Experience or demonstrated knowledge of risk assessment and response frameworks when engaging with DFV perpetrators, including strategies to improve perpetrator visibility and accountability.

Demonstrated ability to interpret and advise on legislation or other material relating to FVSAP operations.

Demonstrated experience in managing data collection and undertaking research, analysis, investigations or reviews to support systemic change.

Compliance Requirements/Qualifications

Strong understanding of the legal and service systems that interact with persons affected by, or using, DFV is highly desirable.

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)

This position requires a National Police Check.

Notes: This is a full time permanent position available immediately. An order of merit or merit pool will be established from this selection process and may be used to fill future similar vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to Apply: See the attached position description for further information regarding duties and responsibilities.

Interested applicants should prepare a two page pitch addressing the selection criteria with a focus on leadership capabilities and engagement with DFV perpetrators. Please upload your pitch, along with a curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margie Rowe or Heidi Yates 620 79296 or 6205 2222 Margie.Rowe@act.gov.au

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Assistant Director, Family Violence Safety Action Program

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58845)

Gazetted: 28 September 2022

Closing Date: 14 October 2022

Details: Victims of Crime Commissioner (VOCC), ACT Human Rights Commission

Assistant Director, Family Violence Safety Action Program (FVSAP)

The ACT Victims of Crime Commissioner (VOCC) is seeking a leader with excellent staff management and domestic and family violence expertise for the of Assistant Director within the Family Violence Safety Action Partnership (FVSAP). The FVSAP is part of Victim Support at the ACT Human Rights Commission.

Established in 2020, the FVSAP is an expansion of the ACT family violence intervention program and seeks to improve the safety of victim survivors by:

enabling ACT Government, community and justice agencies to implement an integrated risk assessment and response model that collaboratively identifies, assesses and responds to high-risk domestic and family violence (DFV) cases

providing a forum for the sharing of information that increases the visibility and accountability of DFV perpetrators

developing coordinated safety action plans

improving understanding across government and non-government agencies of the dynamics of DFV, victim survivor safety and perpetrator accountability.

Working to the FVSAP Director, the Assistant Director will provide leadership and supervision of a multi-disciplinary team.

Under the limited direction of the Director, FVSAP, the Assistant Director, FVSAP will:

Assist the Director with the management, operation, and strategic development of the FVSAP.

Provide supervision and support to a multi-disciplinary team of FVSAP staff, including Case Coordinators and Perpetrator Response Advisors.

Invest in strong working relationships with Program stakeholders to facilitate their active participation in the FVSAP, and to inform ongoing monitoring and development of FVSAP processes

Support the Director in preparation and delivery of fortnightly FVSAP meetings with the goal of sharing information, building trust and driving a strong focus on perpetrator accountability.

Assist the Director to deliver FVSAP reporting, including data collection and identification of gaps and trends that highlight the need for training, practice, policy or law reform.

This role requires significant experience providing case coordination to people affected by DFV, including clients with complex needs from a diversity of backgrounds. In particular, the role requires experience, or demonstrated knowledge of, risk assessment and response frameworks and strategies to improve DFV perpetrator visibility and accountability.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply.

Eligibility/Other Requirements:

Professional / Technical Skills and Knowledge

Demonstrated experience providing case coordination to people affected by DFV.

Experience or knowledge of risk assessment and management from a perpetrator pattern lens and of strategies used to create visibility or accountability of DFV perpetrators.

Ability to interpret and advise on legislation or other material relating to FVSAP operations.

Demonstrated ability to manage data collection and with limited direction, undertake research, analysis, investigations or reviews to support systemic change.

Compliance Requirements/Qualifications

Understanding of the legal and service systems that interact with persons affected by, or using, DFV is highly desirable.

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)

This position requires a National Police Check.

Notes: This is a full time permanent position available immediately. An order of merit or merit pool will be established from this selection process and may be used to fill future similar vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to Apply: See the attached position description for further information regarding duties and responsibilities. Interested applicants should prepare a two page pitch addressing the selection criteria with a focus on leadership capabilities, case coordination for people impacted by DFV and engagement with DFV perpetrators. Please upload your pitch, along with a curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margie Rowe or Heidi Yates (02) 6207 9296 or (02) 6205 2222 Margie.Rowe@act.gov.au

ACT Corrective Services

Custodial Operations

Court Transport Unit

Trainee Correctional Officer (automatically converted to a Correctional Officer Grade 1 upon successful completion of training)

Correctional Officer Trainee \$50,817, Canberra (PN: 10086, several)

Gazetted: 27 September 2022

Closing Date: 23 October 2022

Details: Do you have what it takes to be a Correctional Officer? Do you have life experience and an interest in community safety? Do you like working in a team and have exceptional communication skills? Are you resilient when faced with challenging situations and environments? Do you have the maturity to be assertive whilst remaining level-headed, non-judgemental, fair and respectful? If so, this may be the role for you!

ACT Corrective Services are seeking suitable applicants to fill several Correctional Officer positions within their Court Transport Unit.

Successful applicants will be required to complete a 12-week Correctional Recruit Training (CRT) course in the first instance and will receive a training salary of \$50,817 per annum for this period. The CRT will provide you with all the relevant training to be a competent and accomplished Correctional Officer. This includes everything from legislations and policies, to report writing and dealing with challenging behaviours. Following the successful completion of this training, you will automatically become a Correctional Officer Grade 1 earning a salary range between \$69,433 and \$82,797 per annum, plus superannuation. You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice within the first 12 months of your employment. The Court Transport Unit operates Monday to Friday and staff are required to work eight-hour shifts. For more information, please see the "Frequently Asked Questions" document available on the ACT Government jobs website.

We encourage applications from a diverse range of individuals with varying work and life experiences, in particular applications from women and from Aboriginal and Torres Strait Islander people.

Applications close 23 October 2022.

There are five stages to this recruitment process: (1) initial application assessment; (2) Language, Learning and Numeracy (LLN) testing and written assessment; (3) psychometric (psychological aptitude) testing; (4) interview; and (5) referee assessment.

You will be notified if you do not progress from one stage to the next.

Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People Clearance upon commencement of the CRT. Permanent and casual officers will be required to complete a Certificate III in Correctional Practice within the first 12 months.

To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). For casual employment this is not a requirement.

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

Relevant custodial experience or Certificate III in Correctional Practice are essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of date of entry to service.

Current unrestricted Driver's license is essential.

Senior First Aid Certificate is essential

Relevant tertiary qualifications desirable.

This position requires pre-employment psychological and medical testing and Police record check.

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

How to Apply: To apply for this exciting opportunity, tell us in one page, why your life experience, skills and/or knowledge would make you perfect for this role.

In addition, you must submit the following:

An ACT Government Application Cover Sheet (online document);

Updated curriculum vitae with contact details of at least two referees, one of which should ideally be a current or immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months;

A copy of your Driver's Licence; and

A completed Association Declaration form.

Note: Applications that do not provide your pitch **PLUS** all four documents listed above may not be considered by ACTCS.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gary Hamblin (02) 6207 1041 ACTCSPeopleandCulture@act.gov.au

ACT Human Rights Commission

Victim Support ACT

Client Services Team

Senior Case Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 51519, several)

Gazetted: 28 September 2022

Closing Date: 19 October 2022

Details: Victim Support ACT at the ACT Human Rights Commission is seeking a highly motivated Senior Case Coordinator with strong skills and experience. Victim Support is a dynamic workplace that provides information, support and advocacy to people to help them recover from the impacts of crime and ensure their rights are upheld when they engage with the justice system.

Senior Case Coordinators work in a face-paced environment with multidisciplinary team members to deliver high quality, responsive services to clients.

Duties of a Senior Case Coordinator include:

Provide timely, accessible, individualised case coordination, support and advocacy to victims of crime. This includes provision of information, support and advocacy in relation to:

assisting victims to recover from the impacts of the crime;

advocating for the rights and interests of victims of crime in the criminal justice system in accordance with the *Charter of Rights for Victims of Crime*; and organising counselling and other therapeutic support for clients from scheme providers. Determine client eligibility for different levels of service and coordinate the provision of professional services in accordance with the Regulation.

Develop and maintain positive and collaborative working relationships with justice agencies, government agencies and non-government agencies including attending interagency meetings and other meetings as required.

Contribute to community engagement activities that promote awareness of the *Charter of Rights for Victims of Crime* and access to Victim Support (VS) ACT services.

Provide support to the Client Services Team Leader as required including supervision and support of less experienced team members and aiding continuous improvement of client service delivery.

Undertake other duties as reasonably required that are appropriate to this level of classification that contribute to the effective and efficient operation of VS ACT. This may also include the development, support, and delivery of programs within the Client Services Team as needed.

Maintain records in accordance with the *Victims of Crime Regulation 2000*, the *Territory Records Act 2002* and the *Health Records (Privacy and Access) Act 1997*

If you want to work in a collaborative, fast-paced team where there is opportunity for initiative and innovation, this role is for 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

Tertiary qualification in social work, counselling, psychology, human services delivery, criminal justice, law, or related disciplines is highly desirable.

Experience working with Aboriginal and Torres Strait Islander community members, people from a Culturally and Linguistically Diverse background and people with a disability is highly desirable.

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)

This position **does not** require a pre-employment medical.

Notes: There are several permanent and temporary positions available, temporary positions will be available for 12 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

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

How to Apply: Please carefully review the Position Description and provide a written pitch of no more than 2 pages.

In the written pitch, it is encouraged that you use specific examples that demonstrate how your skills and experience meet the Professional/Technical Skills and Knowledge, the Behavioural Capabilities, and the Compliance Requirements /Qualifications as outlined in the Position Description. You may choose to use these headings to structure your response. 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: Clare Sheehan (02) 6205 2066 Clare.Sheehan@act.gov.au

Corporate Services

Strategic Finance

Senior Finance Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 10264)

Gazetted: 26 September 2022

Closing Date: 3 October 2022

Details: Strategic Finance is seeking a motivated, well organised person who possesses the following skills to effectively perform the role and functions of a Finance Officer:

demonstrated understanding and experience in public sector financial management processes and financial frameworks.

demonstrated understanding of reconciliations, experience in financial systems e.g. Oracle and TM1 and the ability to analyse relevant financial information;

strong communication skills with the ability to develop positive relationships with stakeholders; and contribute to the goals and business improvements of the Strategic Finance team.

Eligibility/other requirements: Accounting and finance qualifications are highly desirable.

Note: This position will be working in the 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 may be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to apply: Interested applicants should provide a two-page pitch addressing the capabilities in the position description. A current curriculum vitae with referees should also be provided.

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

Contact Officer: Jing Jyh Wong (02) 6205 4756 JingJyh.Wong@act.gov.au

ACT Human Rights Commission

ACT Human Rights Commission-President

Corporate Support

Administration Support Officer, Corporate Services

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 44059)

Gazetted: 27 September 2022

Closing Date: 10 October 2022

Details: The Human Rights Commission is seeking an experienced, motivated and passionate person to join HRC Corporate Support unit at the ASO4 level as an Administration Support Officer.

Duties of the Administration Support Officer includes Responding to enquiries from suppliers of services, processing invoices, data enter into the Commission internal data base, filing documents and communications electronically and assisting with other financial management tasks.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the contact officer for the role.

Eligibility/other requirements:

Registration through the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to:

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

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

How to apply: See the attached position description for further information about the role. Interested applicants should submit a 'pitch' of no more than two pages, together with your curriculum vitae and contact details of at least two referees.

Please ensure your two-page 'pitch' describes how your knowledge, experience and qualifications meet the capabilities of the role.

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

Contact Officer: Kumudini Kulatunga (02) 62054300 Kumudini.Kulatunga@act.gov.au

ACT Corrective Services

Custodial Operations

Executive Support Team

Administration Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 36294, several)

Gazetted: 23 September 2022

Closing Date: 7 October 2022

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Administration Officer (ASO3), in the AMC Executive Support Team.

The successful applicant will assist with the administration and coordination of visits bookings while maintaining compliance with the visits policy.

In addition, the successful applicant will be expected to demonstrate strong administrative skills including responding to general enquiries and drafting correspondence as required.

Further to this, you will be required to maintain records and undertake data entry, including incident reporting data.

To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities.

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

Eligibility/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 \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

How to Apply: To apply, applicants are required to submit two items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; and (2) a current curriculum vitae including the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Morphett (02) 6205 5513 Lisa.Morphett@act.gov.au

Corporate Services

Governance and Business Improvement

Assistant Director, Internal Audit

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 02432)

Gazetted: 23 September 2022

Closing Date: 7 October 2022

Details: The Governance and Business Improvement Branch is seeking a dedicated professional to undertake the role of Assistant Director, Internal Audit and Risk. The successful applicant will drive the delivery of the Strategic Internal Audit Program and promote effective risk and fraud management practices across the Directorate.

Supporting the Audit and Risk Committee, the Assistant Director is responsible for managing external service providers delivering audits on behalf of the Directorate and undertaking internal reviews as required. The occupant will require strong analytical and liaison skills, as well as the ability to uphold confidentiality whilst working on sensitive issues. The position will suit someone who can identify opportunities for business improvement and respond flexibly to competing priorities within a complex environment.

Notes: This is a temporary position available immediately for up to 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 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: Lauren Callow (02) 6213 0762 Lauren.Callow@act.gov.au

Legal Aid Commission

Legal Aid ACT

Human Resources Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 1010)

Gazetted: 27 September 2022

Closing Date: 13 October 2022

Details: Legal Aid ACT employs around 130 staff providing legal services to the ACT Community and its surrounds. Legal Aid ACT is seeking a highly experienced Human Resources Manager.

The position operates with a high degree of independence, ensuring that the important human resources priorities receive appropriate focus and that the human resource management needs of the Commission and its staff are effectively addressed.

Eligibility/Other requirements: Tertiary qualifications in relevant field or demonstrated senior HR experience is desirable. Payroll and recruitment experience or background would be an advantage.

How to Apply: Applications should include a recent curriculum vitae, address the selection criteria and provide two current referees. *For more information and how to apply click "[here](#)"*

Contact Officer: Brett Monger 6243 3445 Brett.monger@legalaidact.org.au

Major Projects Canberra

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

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

Canberra Theatre Project

Executive Group Manager, Project Director, Canberra Theatre Redevelopment Project

Executive Level 2.2 \$304,403 - \$316,587 depending on current superannuation arrangements, Canberra (PN: E1126)

Closing Date: **7 October 2022**

Weeks to Close: **2**

Major Projects Canberra is responsible for the procurement, planning and redevelopment of the Canberra Theatre precinct. That project may also incorporate other site uses.

Major Projects Canberra will work in close collaboration with the Canberra Theatre Corporation, Arts ACT, the Cultural Facilities Corporation, the City Renewal Authority and other key stakeholders in the delivery of this project.

The role of Project Director, Canberra Theatre Redevelopment Project is a key position within Major Projects Canberra. It involves leading the development of the early planning and design for the business case for the project and also responsibility for overseeing the planning, procurement and delivery of the Project.

The Project Director will be accountable for design, commercial, quality, time and budget outcomes as well as for the complex and extensive community and governmental consultation and communications that a project of this type will demand.

Reporting to the Deputy Chief Projects Officer, the Project Director will directly manage a project team (staff and contractors) which may grow in time as the project moves through its various milestones.

The Project Director is responsible for providing high quality leadership and strategic planning for the delivery of this large capital works project.

Qualifications/Requirements Mandatory:

- The position requires substantial experience in the delivery of large scale, complex infrastructure projects.
- Relevant tertiary qualifications in a construction, engineering, project management, commercial, legal or another relevant discipline is required.

Desirable:

- Knowledge of the ACT Government or other State Government procurement and delivery processes would be highly regarded.

Remuneration: The position attracts a remuneration package ranging from \$304,403 to \$316,587 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$270,765.

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

How to apply: To apply, please submit a Cover Letter (maximum two pages) and your curriculum vitae (preferably no more than five pages) to the following address applications.australia@ngs-global.com

citing role J16022 Project Director, Theatre Redevelopment Project Board. Your Cover Letter should address the relevance of your background and experience to this specific role. Please address your application to the lead Partner listed below. Should you require further information please contact NGS Global Managing Partners, Grant Nichol, or Dr Marianne Broadbent on 1300 138 863 or +61 3 8626 0600.

Contact Officer: Dr Marianne Broadbent or Grant Nichol 1300 138 863 or +61 3 8626 0600 applications.australia@ngs-global.com

Project Development and Support

Project Management Office

Project Controls

Director Project Controls

Infrastructure Officer 5 \$163,315, Canberra (PN: 52554)

Gazetted: 26 September 2022

Closing Date: 17 October 2022

Details:

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

Are you our new Project Controls Director?

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 Team, Contracts Team, and the Project Management and Reporting System (PMARS) Team.

The position is within the Project Controls and Reporting Team.

The Project Controls and Reporting Team is responsible for the development, maintenance, and support of the Major Projects Canberra's project delivery framework (PDF) and also for reporting on project delivery activities.

The Project Controls and Reporting Team is led by the Project Controls Lead.

The Project Controls and Reporting Team is responsible for the development, maintenance, and support of Major Projects Canberra's project delivery framework (PDF) and also for reporting on project delivery activities. The Project Controls and Reporting Team is led by the Project Controls Lead.

The Director Project Controls will report to the Project Controls Lead. The Director Project Controls will work as part of the Project Controls Team to develop and implement the MPC Project Delivery Framework (PDF) which documents how MPC delivers its project management and contract administration functions. The role will support the creation of new process and systems, the ongoing update of existing systems, and the administration of the PDF. The role will also lead training and implementation of the PDF.

Notes:

Mandatory:

- Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or
- Hold a relevant building degree; or
- Have significant building or Infrastructure knowledge and/or project management experience.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural Capabilities, a current curriculum vitae and contact details of two referees. Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ralf Sieberer (02) 6205 4613 Ralf.Sieberer@act.gov.au

CIT Woden Project

Director Project Governance and Administration

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 49997)

Gazetted: 26 September 2022

Closing Date: 10 October 2022

Details: Are you our new Director Project Governance and Administration?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra is responsible for the delivery of a new Canberra Institute of Technology campus in Woden, new Woden public transport interchange, and associated urban realm improvements.

Major Projects Canberra (MPC) works in close collaboration with CIT and other ACT Government agencies in the creation of a modern campus which will offer the best possible learning experience for students.

The CIT Campus Woden Project Team will lead the project planning, procurement, delivery and eventual transfer of the new facilities, in close consultation with CIT, the CIT Campus-Woden Project Board and other key stakeholders.

The Director Project Governance and Administration is responsible for leading the management of the project governance and project administration functions for the CIT Campus Woden Project.

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:

- A good working knowledge of Records Management system such as Objective will be an advantage.
- A good working knowledge of Project Document Management system such as Aconex will be an advantage.
- Relevant tertiary qualifications (or equivalent experience) in Management, Project Management or Public Policy will be an advantage.

Notes: This is a temporary position available immediately for up to 3 years with the possibility of extension and/or permanency.

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

Selection may be based on application and referee reports only.

How to Apply: 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: Rebecca Power (02) 6205 4418 Rebecca.Power@act.gov.au

Suburban Land Agency

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

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

**Suburban Land Agency
Development Delivery
Urban and Commercial
Senior Project Manager, Joint Venture
Infrastructure Officer 5 \$163,315, Canberra (PN: 58946)**

Gazetted: 26 September 2022

Closing Date: 3 October 2022

Details: Applications are sought from potential candidates for the position of Senior Development Manager, Joint Venture within the Development Delivery Branch. The Branch is made up of two business units – Greenfield Development and Urban Development.

The Senior Development Manager will primarily be responsible for the projects relating to Ginninderry, a Territory joint venture land development project in West Belconnen. The role will be responsible for the projects, project budgets and other project in puts.

The Senior Development Manager will also ensure appropriate project governance and the reporting of project performance.

Eligibility/other requirements:

Positions classified as an Infrastructure Officer require the occupant to:

hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or

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

How to apply: Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than two 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: Gareth Burdon 0402484768 Gareth.Burdon@act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra and Business Services

Bus Operations

Fleet

Apprentice Panel Beater and Automotive Body Repair Technician

EAPY 1.1 - EAPY G4 \$44,278 - \$70,834, Canberra (PN: APPS06, several)

Gazetted: 28 September 2022

Closing Date: 12 October 2022

Details: Transport Canberra has expected vacancies for temporary full-time Apprentice Panel Beater / Automotive Body Repair Technician positions at both Belconnen and Tuggeranong Depots. The successful applicants will be required to undertake and competently complete trade training in accordance with the apprenticeship requirements as set out in the relevant Trade Certificates. You will be required to work rostered shifts, from early morning to late at night and across all Transport Canberra’s workshop sites as directed; providing you with all the maintenance and / or repair training and exposure to competently complete your trade certificate.

To be successful in this position you will:

A keen interest in the field you are applying for

Have good communication, interpersonal and computer skills

A good team player and takes pride in your work

Have a positive attitude and safety-first approach

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

Permanent Resident of Australia

Possession of a year 10 or year 12 certificate (or equivalent) is desirable

Possession of or the ability to obtain a motor vehicle licence and or the ability to obtain and hold a Transport Canberra yard licence

Security clearance checks will be conducted

This position does require a pre-employment medical

Notes: This is a temporary position available from January 2023 until February 2027, with the possibility of permanency.

How to Apply: Please attach your curriculum vitae, listing at least two referees and provide a maximum of a two-page cover letter addressing “What you Require” section of the Position Description document including details of Professional/Technical Skills and Knowledge and Behavioural Capabilities.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Paul Mascord (02) 6205 8278 Paul.Mascord@act.gov.au

Transport Canberra and Business Services

Bus Operations

Fleet

Heavy Vehicle Apprentice Mechanic

EAPY 1.1 - EAPY G4 \$44,278 - \$70,834, Canberra (PN: APP312, several)

Gazetted: 28 September 2022

Closing Date: 12 October 2022

Details: Transport Canberra has expected vacancies for temporary full-time Heavy Vehicle Apprentice Mechanic positions at both Belconnen and Tuggeranong Depots. The successful applicants will be required to undertake and competently complete trade training in accordance with the apprenticeship requirements as set out in the relevant Trade Certificates. You will be required to work rostered shifts, from early morning to late at night and across all Transport Canberra’s workshop sites as directed; providing you with all the maintenance and / or repair training and exposure to competently complete your trade certificate. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

To be successful in this position you will:

A keen interest in the field you are applying for

Have good communication, interpersonal and computer skills

A good team player and takes pride in your work

Have a positive attitude and safety-first approach

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

Permanent Resident of Australia

Possession of a year 10 or year 12 certificate (or equivalent) is desirable

Possession of or the ability to obtain a motor vehicle licence and or the ability to obtain and hold a Transport Canberra yard licence

Security clearance checks will be conducted

This position does require a pre-employment medical

Notes: This is a temporary position available from January 2023 until February 2027, with the possibility of permanency.

How to Apply: Please attach your curriculum vitae, listing at least two referees and provide a maximum of a two-page cover letter addressing “What you Require” section of the Position Description document including details of Professional/Technical Skills and Knowledge and Behavioural Capabilities.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Paul Mascord (02) 6205 8278 Paul.Mascord@act.gov.au

Transport Canberra and Business Services

Transport Operations

Human Resources and Safety

Assistant Director Safety and Wellbeing

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 31926, several)

Gazetted: 27 September 2022

Closing Date: 10 October 2022

Details: Join Transport Canberra and City Services as we deliver quality services that make Canberra a great place to live. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends, and community. We value our people; we support diversity and we strive to be a great place to work.

The Assistant Director Safety and Wellbeing is responsible for the development and implementation of targeted and systematic health and safety initiatives and proactive programs that promote health and wellbeing on behalf of the TCCS directorate in line with a business partner model with key operational areas. This position is focused on supporting the Transport Canberra and Business Services teams within the Directorate.

The diverse nature of activities delivered by the Assistant Director Safety and Wellbeing role include but are not limited to, supporting the development and implementation of appropriate health, safety and wellbeing strategies for TCCS with a dedicated focus on Transport Canberra and Business Services, embedding the safety management system (SafetyNet) and supporting ongoing compliance with relevant WHS matters, investigating safety breaches, hazards and incidents, preparation and reporting against action plans and targeted safety, health and wellbeing interventions and collaborating with relevant teams across TCCS and WHS business units across other directorates.

Eligibility/other requirements:

Minimum of three years' experience operating in a senior capacity within a Work Health and Safety environment. Tertiary qualifications and technical expertise in a safety/occupational health and safety discipline or related discipline is desirable.

Driver's licence [C-Class] is desirable.

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

How to apply: After reviewing the Position Description, provide a supporting statement of no more than two pages outlining relevant practical experience addressing the Selection Criteria. Please provide a current curriculum vitae, the name and contract details of two referees,

Any queries with regard to the application can be addressed by the contact officer.

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

Contact Officer: Anthony Wickens 0439443383 Anthony.Wickens@act.gov.au

WorkSafe ACT

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

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

WorkSafe ACT

WorkSafe ACT

HR and Corporate

Executive Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 59028)

Gazetted: 23 September 2022

Closing Date: 7 October 2022

Details: WorkSafe ACT is a fully independent office headed by the Work Health and Safety Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

We have an exciting permanent vacancy for a motivated and enthusiastic professional to fill the role of Executive Assistant. The Executive Assistant is accountable to the Deputy Work Health and Safety Commissioner and is responsible for providing high level secretariat and executive support functions.

The position plays an important role in ensuring the Deputy Commissioner, Senior Directors and Directors have the required level of support to be able to effectively maintain WorkSafe ACT's strategic and operational priorities. You will work under general direction to ensure priorities are met and will adhere to established work practices to provide day-to-day executive support. The role requires professionalism, diplomacy, and highly developed communication skills.

If you are looking to take the next steps in your career and believe you have the required skills, we encourage you to apply.

Notes: 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 do 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 selection criteria listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples.

Applicants should also provide a current curriculum vitae (CV) 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: Andrew Craig (02) 6207 9819 Andrew.Craig@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 6 \$91,315 - \$104,509

Annette May, Section 68(1), 23 September 2022

Canberra Health Services

Registered Nurse Level 1 \$72,698 - \$97,112

Thi Hong Hoa Cao, Section 68(1), 29 September 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Deena Davis, Section 68(1), 25 August 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Taylor Dobliger, Section 68(1), 26 September 2022

Health Professional Level 2 \$70,679 - \$97,028

Renee Hocking, Section 68(1), 29 September 2022

Health Professional Level 2 \$70,679 - \$97,028

Samuel Jones, Section 68(1), 28 September 2022

Health Service Officer Level 3/4 \$55,350 - \$59,336

Patrick Littlewood-Howlett, Section 68(1), 23 September 2022

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Abdel Mahtab, Section 68(1), 23 September 2022

Health Professional Level 2 \$70,679 - \$97,028

Michelle McKeown, Section 68(1), 27 September 2022

Health Professional Level 2 \$70,679 - \$97,028

Camilla Mead, Section 68(1), 19 September 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Joy Palcon, Section 68(1), 29 September 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Sarala Pandey, Section 68(1), 29 September 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Elgo Parekuzhy Elias, Section 68(1), 26 September 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Danielle Passlow, Section 68(1), 26 September 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Delya Peter, Section 68(1), 17 September 2022

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Karla Pullen, Section 68(1), 23 September 2022

Health Professional Level 2 \$70,679 - \$97,028

Lewis Rippon, Section 68(1), 29 September 2022

Health Professional Level 2 \$70,679 - \$97,028

Anthony Rusden, Section 68(1), 29 September 2022

Health Professional Level 2 \$70,679 - \$97,028

Virginia Savage, Section 68(1), 23 September 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Jessica Wills, Section 68(1), 27 September 2022

Canberra Institute of Technology

Teacher Level 1 \$80,673 - \$107,642

Emma Martin, Section 68(1), 22 September 2022

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Aiden Radcliffe, Section 68(1), 29 September 2022

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Cameron Wise, Section 68(1), 27 September 2022

Chief Minister, Treasury and Economic Development

Information Technology Officer Class 1 \$73,920 - \$84,144

Milan Bhandari, Section 68(1), 26 September 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Andrew Cooper, Section 68(1), 27 September 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Sian Jones-Olivero, Section 68(1), 21 September 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Anthony Karadonis, Section 68(1), 26 September 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Sharon Macgregor, Section 68(1), 24 August 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Phillip McKeough, Section 68(1), 29 September 2022

Community Services

Health Professional Level 1/2 \$66,285 - \$97,028

Georgia Beck, Section 68(1), 23 September 2022

Health Professional Level 1/2 \$66,285 - \$97,028

Anna Birch, Section 68(1), 23 September 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Stevie Crow, Section 68(1), 21 September 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Brooke Jarman, Section 68(1), 21 September 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Nneka Okpala-Webster, Section 68(1), 25 August 2022

Education

Administrative Services Officer Class 6 \$91,315 - \$104,509

Atlanta Gifford, Section 68(1), 26 September 2022

Building Service Officer 3 \$73,429 - \$77,593

Michael Paramonov, Section 68(1), 19 September 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Melanie Reed, Section 68(1), 26 September 2022

Environment, Planning and Sustainable Development

Administrative Services Officer Class 4 \$76,255 - \$82,566

Gisela Copioli Barrera, Section 68(1), 26 September 2022

Justice and Community Safety

Paralegal Grade 2 \$70,403 - \$76,255

Shamani Dodd, Section 68(1), 28 September 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Amy Pes, Section 68(1), 21 September 2022

Paralegal Grade 2 \$70,403 - \$76,255

Elizabeth Teale, Section 68(1), 26 September 2022

Major Projects Canberra

Administrative Services Officer Class 4 \$76,255 - \$82,566

Eliza Jamieson, Section 68(1), 26 September 2022

Transport Canberra and City Services

Infrastructure Officer 2 \$91,428 - \$105,186

Adam Barneveld, Section 68(1), 13 September 2022

Infrastructure Officer 1 \$75,792 - \$89,551

Catherine Bosak, Section 68(1), 26 September 2022

General Service Officer Level 5/6 \$59,713 - \$65,718

Corey Lawson, Section 68(1), 29 August 2022

TGSO 6.1 - TGSO 6.4 \$85,269 - \$88,704

Luke Lethlean, Section 68(1), 21 September 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Stuart MacDonald, Section 68(1), 22 September 2022

TGSO 6.1 - TGSO 6.4 \$85,269 - \$88,704

Hunter Smithers, Section 68(1), 20 September 2022

TRANSFERS

ACT Health

Joon Li Choo

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health, Canberra (PN. 24126) (Gazetted 28 July 2000)

Canberra Health Services

Lauren Rissanen

From: Health Professional Level 2 \$70,679 - \$97,028

Justice and Community Safety

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 17612) (Gazetted 20 July 2022)

Jonathan Twinn

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

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. 33953) (Gazetted 27 October 2021)

Chief Minister, Treasury and Economic Development

Wanting Chen

From: Administrative Services Officer Class 5 \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 06271, several) (Gazetted 26 July 2022)

Aaron Neeves

From: Administrative Services Officer Class 5 \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 02045) (Gazetted 26 July 2022)

Charlotte Smith

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 01405) (Gazetted 18 August 2022)

Rosa Wang

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Worksafe ACT

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 53336) (Gazetted 29 September 2021)

Education

Nicole Sillis

From: Senior Officer Grade C \$123,710

Community Services

To: Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 17145) (Gazetted 18 August 2022)

Environment, Planning and Sustainable Development

Nicole Cootes

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development, Canberra (PN. 57481) (Gazetted 20 May 2022)

Justice and Community Safety

Coryndon Luxmoore

From: Senior Officer Grade C \$114,928

ACT Integrity Commission

To: Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 57529) (Gazetted 3 June 2022)

Jenna Ward-Smith

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. 14163) (Gazetted 4 February 2022)

Major Projects Canberra

Jalal Anis

From: Infrastructure Officer 3 \$123,824

Major Projects Canberra

To: Infrastructure Officer 3 \$115,193 - \$126,450

Major Projects Canberra, Canberra (PN. 37838) (Gazetted 31 January 2022)

Office of the Legislative Assembly

Suburban Land Agency

Amy Coulson

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Suburban Land Agency, Canberra (PN. 57513) (Gazetted 16 May 2022)

PROMOTIONS

ACT Health

Digital Solutions Division

Future Capability and Governance

Digital Health Record Program

Damian Vella

From: Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 52718) (Gazetted 12 May 2022)

Canberra Health Services

Vanessa Bakker

From: Registered Nurse Level 3.2 \$130,846

Canberra Health Services

To: †Registered Nurse Level 4.1 \$130,846

Canberra Health Services, Canberra (PN. 58176) (Gazetted 8 August 2022)

Emma Beacher

From: Technical Officer Level 1 \$62,599 - \$65,631

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 27667) (Gazetted 29 April 2022)

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Tomasina Bell

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. 58401) (Gazetted 22 August 2022)

CHS Chief Operating Officer Clinical Services

Gabriella Brkic

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services, Canberra (PN. 27924) (Gazetted)

No Gazette Date

CHS Finance and Business Intelligence

Clare Crawford

From: Senior Officer Grade B \$135,355 - \$152,377

Canberra Health Services

To: †Senior Officer Grade A \$157,201

Canberra Health Services, Canberra (PN. 44334) (Gazetted)

No Gazette date

CHS Chief Operating Officer Clinical Services

Natasha England

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 29754)

Finance and Business Intelligence

Maria Jarcia

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services, Canberra (PN. 01773) (Gazetted 3 August 2022)

Brittany Kent

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 58520) (Gazetted 25 August 2022)

Charmaine Nicoll

From: Health Professional Level 1 \$66,285 - \$86,842

Canberra Health Services

To: †Health Professional Level 5 \$135,355 - \$152,377

Canberra Health Services, Canberra (PN. 36955) (Gazetted 18 March 2022)

Reeta Pathak

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 58517) (Gazetted 26 August 2022)

Nursing and Midwifery and Patient Support Services

Nursing Administration

Nursing Administration

Ngagyel Tenzin

From: Cleaning Services Officer 2 \$53,867 - \$55,873

Education

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 12547) (Gazetted 27 May 2022)

Millie Whiteman Backen

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. 15852) (Gazetted)

Chief Minister, Treasury and Economic Development

Corporate

People and Capability

Workforce Data and Analytics

Tory Christensen

From: Health Professional Level 4 \$114,928 - \$123,710

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 50027) (Gazetted 20 July 2022)

Workplace Safety and Industrial Relations

Data, Analytics and Finance

Jonathan Feng

From: Senior Officer Grade B \$135,355 - \$152,377

Transport Canberra and City Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 49497) (Gazetted 20 May 2022)

Access Canberra

Engagement, Compliance and COVID19 Response

COVID Compliance Team

Natalie Lawton

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. 48993) (Gazetted 11 November 2022)

Shared Services

Partnership Services

Record Services / Physical Records Support

Dana Milton

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. 39215) (Gazetted 27 October 2022)

Access Canberra

Engagement, Compliance and COVID-19 Response

Complaints Management Team

Eoin Ó Corraídh

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
Chief Minister, Treasury and Economic Development, Canberra (PN. 42734) (Gazetted 7 June 2022)

Shared Services

Partnership Services Group

HR/Finance Service Desk

Arvindkumar Pandoria

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Transport Canberra and City Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 39860) (Gazetted 2 August 2022)

Access Canberra

Engagement, Compliance and COVID19 Response

COVID Compliance Team

Mohit Pant

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 48991) (Gazetted 11 November 2022)

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Nikolaj Radulovich

From: Infrastructure Officer 2 \$91,428 - \$105,186

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Chief Minister, Treasury and Economic Development, Canberra (PN. 46709) (Gazetted 21 July 2022)

Property and Shared Services

ACT Property Group

Andrew Sinfield

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 11288) (Gazetted 6 June 2022)

Shared Services

Strategic Finance

Han Wang

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 39841) (Gazetted 13 December 2021)

Property and Shared Services

Partnership Services

Julie White

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Community Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 46739) (Gazetted 14 January 2022)

Shared Services

Finance Services

Reporting Team

Zhen Xie

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 07408) (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.

Treasury

Shared Services

Finance and Payroll Services

Jun Xu

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 06271, several) (Gazetted 26 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.

Shared Services

Partnership Services Group

HR/Finance Service Desk

Dominic Zuzek

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. 36221) (Gazetted 2 August 2022)

Community Services

Marina Beanland

From: Senior Officer Grade B \$135,355 - \$152,377

Community Services

To: †Child and Youth Protection Professional Level 5 \$142,095 - \$159,543

Community Services, Canberra (PN. 13738) (Gazetted)

Direct promotion under Section 20 of the Public Sector Management Standards

Housing ACT

Infrastructure and Contracts

Contract Management team

Taylor Beaton

From: Senior Officer Grade C \$114,928 - \$123,710

Community Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Community Services, Canberra (PN. 11710) (Gazetted 17 August 2022)

Office of the Director-General

Our Booris, Our Way

Brooke Rigney

From: Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety

To: †Senior Officer Grade A \$157,201

Community Services, Canberra (PN. 57450) (Gazetted 13 July 2022)

Education

Margaret Hendry School

Toni Constable

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 48818) (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.

Service Design and Delivery

Learning and Wellbeing Policy and Design

Learning and Teaching Policy and Service Design

Ryan Elwell

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †Senior Officer Grade B \$135,355 - \$152,377

Education, Canberra (PN. 36640) (Gazetted 15 August 2022)

Campbell Primary School

Kate Herrington

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 43971) (Gazetted 23 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.

Deputy Director-General

Teagan Paternoster

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Community Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN. 43262) (Gazetted 30 August 2022)

Environment, Planning and Sustainable Development

Climate Change and Energy

Program Delivery

VHESS

Angela Caird

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. 35995) (Gazetted 29 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.

Environment Heritage and Water

ACT Parks and Conservation Service

Christopher Flood

From: Technical Officer Level 3 \$79,105 - \$89,398

Environment, Planning and Sustainable Development

To: Professional Officer Class 2 \$91,315 - \$104,509
Environment, Planning and Sustainable Development, Canberra (PN. 39120) (Gazetted 27 September 2022)

Planning and Urban Policy
Building Reform, Housing and Design Services
Major Projects - City

Karen Henry

From: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development, Canberra (PN. 19179) (Gazetted 8 August 2022)

Justice and Community Safety

ACT Emergency Services Agency
Operations
Public Information and Engagement
Isabel McCormick

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. 07397) (Gazetted 7 September 2022)

Emergency Services Agency
ACT Ambulance Service
Clinical Governance Unit
Patrick Meere

From: Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties

Justice and Community Safety

To: †Ambulance Manager Level 2 \$141,918 - \$149,471

Justice and Community Safety, Canberra (PN. 58188) (Gazetted 16 August 2022)

Major Projects Canberra

Light Rail
Casey Campbell

From: Senior Officer Grade C \$114,928 - \$123,710

Major Projects Canberra

To: †Senior Officer Grade B \$135,355 - \$152,377

Major Projects Canberra, Canberra (PN. 32507) (Gazetted 23 March 2022)

Transport Canberra and City Services

Territory and Business Services
Libraries ACT
Samantha Edmonds

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services

To: †Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services, Canberra (PN. 03681) (Gazetted 15 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.

City Services

Road ACT

Works

Niklas Gansel

From: Infrastructure Officer 4 \$136,524 - \$155,109

Transport Canberra and City Services

To: †Infrastructure Manager/Specialist 3 \$200,140

Transport Canberra and City Services, Canberra (PN. 58019) (Gazetted 2 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.

City Services

ACT NoWaste

Strategic Coordination and Planning

Claudia Haggarty

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. 35577) (Gazetted 25 July 2022)

Territory and Business Services

Libraries ACT

Morgan Mikulic

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services

To: †Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services, Canberra (PN. 52707) (Gazetted 15 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.