

OFFICIAL



ACT Government Gazette

Gazetted Notices for the week beginning 09 March 2023

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 Deputy Director-General

Office of the Deputy Director-General

Executive Assistant

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 41522)

Gazetted: 10 March 2023

Closing Date: 17 March 2023

Details: Working alongside the Business Manager, the Executive Assistant will ensure the smooth operation of the Deputy Director-General's Office.

The Executive Assistant is responsible for providing high-level executive and administrative support to the Deputy Director-General. This includes diary management, arranging and scheduling meetings and appointments, actioning emails and enquiries promptly and efficiently, responding to correspondence, coordinating and preparing meeting agendas and papers, and providing secretariat duties for committee meetings.

The role requires commitment to excellent systems and practices, a collaborative approach and the ability to exercise sound judgement, flexibility and discretion. We are looking for someone with a positive attitude and cheery disposition who solves problems in a cool and collected manner, even when under pressure.

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

Eligibility/other requirements: This is a temporary position available immediately until August 2023. Selection may be based on application and referee reports only. This position is currently under work from home (WFM) arrangements, staff are working from the Bowes Street office between one-two days per week.

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

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 sent to the contact officer.

Contact Officer: Victoria Kelsey 0416928019 Victoria.Kelsey@act.gov.au

Corporate and Governance

People Strategy and Culture

People Support Services

Senior HR Advisor

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 42558)

Gazetted: 15 March 2023

Closing Date: 29 March 2023

Details: The Senior Advisor within the People Strategy and Culture Branch works in partnership with internal and external stakeholders to resolve workplace matters at the local level. You will have an excellent understanding of Human Resource (HR) policy and legislation and have a record of delivering outcomes focused solutions in one or more of the following areas: recruitment and onboarding, HR reporting and data analysis and the provision of employee relations advice.

The Senior Advisor provides consistent, policy-based advice, and works within the parameters of the employment framework to develop responsive and flexible solutions in response to stakeholder needs.

We are looking for team members with a positive attitude and a solid track record of working collaboratively and respectfully to achieve organisational outcomes.

This position requires an ability to manage multiple functions and projects within tight timeframes, exemplary knowledge of employment related policy and legislation, and a “can do” attitude.

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

Eligibility/other requirements: Qualifications and/or experience within a human resource function is highly desirable.

Note: This is a temporary position available immediately up to 30 June 2023 with the possibility of extension up to 12 months and/or permanency.

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

How to apply: Please submit a maximum two-page pitch, providing examples demonstrating your suitability against the ‘Professional/Technical Skills and Knowledge’ and ‘Behavioural Capabilities’ section of the Position Description. Please also provide a current curriculum vitae, including two referees.

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

Contact Officer: Caroline Brighenti (02) 5124 9943 Caroline.Brighenti@act.gov.au

Infrastructure, Communication and Engagement

Strategic Infrastructure

Strategic Infrastructure

Administration Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 52830, several)

Gazetted: 10 March 2023

Closing Date: 24 March 2023

Details: The Strategic Infrastructure Branch within the ACT Health Directorate has multiple opportunities for enthusiastic team players who can work with a range of stakeholders to provide administrative support across the Division and its projects.

The Administration Support Officers will support the establishment and continuous improvement of governance and administrative systems and processes to support both the division and across specific projects.

The roles will plan for, prepare and coordinate responses to reporting activities across specific projects and/or at a division level. The Administration Support Officers will provide high level administrative support and advice to the executive and project teams on financial, project and government processes. The roles will draft, coordinate, and quality assure responses to information including ministerial correspondence, briefs and government reporting.

The roles may be allocated to any projects/areas including but not limited to:

The Office of the Executive Group Manager

Implementation of the Canberra Hospital Master Plan

Watson Health Precinct Redevelopment

A new hydrotherapy facility on the Southside of Canberra

Residential Eating Disorder Facility

Northside Hospital 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/Other Requirements:

FAVOURABLY CONSIDERED

Experience in preparing and/or coordinating reporting requirements for government projects (or the demonstrated ability to quickly acquire this knowledge) would be beneficial.

Knowledge and understanding of best practice records management, and the ability to operate a variety of computer programs and databases such as APIAS, and Objective would be beneficial.

Note: These are temporary positions available immediately for up to two years, with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

How to Apply:

Please provide:

Your Curriculum Vitae

A two-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the position description

The names and contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephanie Oliver (02) 5124 6842 Stephanie.Oliver@act.gov.au

ACT Teacher Quality Institute

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

Director Strategic Data and Digital Services

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 30333)

Gazetted: 09 March 2023

Closing Date: 16 March 2023

Details: Are you interested in raising the professionalism of the ACT teaching workforce? The ACT Teacher Quality Institute is seeking applications for the position of Director Strategic Data and Digital Services.

Located in Bruce, the team at TQI is looking for someone to maintain and further develop a sophisticated online management system that supports ACT teachers meet their legislative requirements. The successful candidate will have well developed interpersonal and communication skills, sound team management skills and high-level experience in managing a range of digital reporting, business and file management systems.

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

How to Apply: If all of this sounds like you, please submit your application form, Curriculum Vitae and address the selection criteria outlined in the position description by the due date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claudia Hale (02) 6205 8207 Claudia.Hale@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

Medical Services**Medical Imaging****Administrative Officer**

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: C11066, several -029DT)

Gazetted: 14 March 2023

Closing Date: 21 March 2023

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

An exciting opportunity is available to fill an ASO2 Administration Officer role within the Medical Imaging Department.

This casual placement is available for an immediate start and will report through to the Administration Manager. This casual position will require Mon-Fri business hours availability.

The main work will be to support Medical Imaging Department with general reception duties, as well as non-complex reporting and data entry tasks. Under the direction of the Medical Imaging department, Administration Team Leader, you will support the team with a range of administrative functions including general reception duties, booking and scheduling of appointments, data entry and general office support as required.

The Medical Imaging Department of CHS operates 24 hours, seven days a week, offering a wide range of diagnostic and interventional imaging services. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

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

This position supports the Medical Imaging Department with general reception duties, as well as non-complex reporting and data entry tasks. Under the direction of the Medical Imaging department, Administration Team Leader, you will support the team with a range of administrative functions including general reception duties, booking and scheduling of appointments and, data entry and general office support as required.

ABOUT YOU

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

Behavioural Capabilities

Strong work ethic and ability to adapt to a constantly changing environment,
Commitment to achieving positive results for the department,
Ability to apply judgement, critical thinking, and common sense.

Position Requirements/Qualifications:

Mandatory

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

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: These positions will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

Contact Officer: Belinda Howard 02 51242798 belinda.howard@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Psychologist/Psychology Registrar

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 19279-02932)

Gazetted: 09 March 2023

Closing Date: 28 March 2023

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

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

Forensic Mental Health Services (FMHS) is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth, and adult custodial facilities, off campus community liaison, and court settings. The care provided is underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable, yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH – CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

Psychologists working within Mental Health services are eligible for an additional allowance in addition to the base salary for Health Professionals. For full details of employment conditions and remuneration, please refer to the *Health Professionals Enterprise Agreement*: <https://healthhub.act.gov.au/sites/default/files/2019-09/Health-Professional-Enterprise-Agreement-2018-2021.pdf>

ABOUT YOU

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Behavioural Capabilities

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate effectively with challenging people

Resilience and calm in the face of conflict or uncertainty.

Curiosity

Position Requirements/Qualifications:

Mandatory

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

Current driver's licence

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

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

For more information on how to apply “click here”

Contact Officer: Lauren Hendry (02) 5124 4677 Lauren.Hendry@act.gov.au

CHS Clinical Services**Mental Health, Justice Health and Alcohol and Drug Services****Justice Health Services****Clinical Lead****Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 13479-029BY)**

Gazetted: 09 March 2023

Closing Date: 28 March 2023

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

Forensic Mental Health Services is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH – CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

As a specialist area, clinicians working with FMHS are supported via access to structured clinical supervision, a collaborative and multidisciplinary team environment, and regular professional development opportunities

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and respond to novel situations

Ability to communicate with influence

Resilience and calm in the face of conflict or uncertainty

Position Requirements/Qualifications:**Mandatory**

Psychologists: Be registered or eligible for general registration with the Psychology Board of Australia under AHPRA

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

Occupational Therapists: Be registered or eligible for general registration with the Occupational Therapy Board of Australia under AHPRA

Minimum 5 years post-qualification work experience

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record

and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

Knowledge or experience in the use of structured risk assessment tools for risk of offending behaviours.

Current driver's licence

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing and scope of clinical practice requirements for Allied Health Professionals.

For more information about how to apply "click here"

Contact Officer: Tegan Murray (02) 51241813 Tegan.Murray@act.gov.au

Rehabilitation, Aged and Community Services

Oral health Services

Dental Assistant

Dental Assistant Level 2 \$60,626 - \$70,887, Canberra (PN: 14393, Several - 029BU)

Gazetted: 09 March 2023

Closing Date: 28 March 2023

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

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Oral Health Services (OHS) within the Division of Rehabilitation, Aged and Community Services (RACS) provides adult, child and youth general dental, restorative, special needs, General Anaesthetic (GA), Relative Analgesia (RA), and specialist Surgical and Orthodontic services to the eligible members of the ACT community. The service currently operates from five Community Health Centres and three hospitals across the ACT region, as well as operating within ACT corrective services and from mobile dental clinics as below:

Gungahlin Community Health Centre – Six dental chairs

Belconnen Community Health Centre – Eleven dental chairs

City Community Health Centre - Ten dental chairs

Phillip Community Health Centre - Ten dental chairs; and

Tuggeranong Community Health Centre - Five chairs.

Alexander Maconochie Centre (AMC)

The Canberra Hospital

Calvary Public Hospital

Calvary John James Hospital

Mobile Dental Clinics -

Nursing home mobile dental clinic

School mobile dental clinic

Targeted Access Program mobile dental clinic

OHS is a multidisciplinary program and consists of dentists, visiting oral surgeons, oral health therapists, dental therapists, prosthetists, orthodontists, dental assistants, laboratory technicians and administrative staff. OHS offers a range of dental services to the eligible members of the community for adult and child and youth dental services, this includes denture services and emergency dental.

The services are available Monday to Friday, from 8:30am to 5:00pm at the above listed facilities and Community Health Centres.

ABOUT YOU

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Behavioural Capabilities

Compassion

High level of customer service

Be proactive, enthusiastic and a strong communicator

Reliability

Position Requirements/Qualifications:Mandatory

Be registered under the working for Vulnerable People Act

Drivers licence and ability to work across multiple CHS Community Health Centres.

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

Desirable

Certificate III in Dental assisting or Certificate IV in Dental assisting

Or

Two-plus years of equivalent dental assisting experience and either enrolled in or committed to complete

Certificate III in Dental assisting or Certificate IV in Dental assisting from a registered training organisation.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Emma Awizen 0481475343 Emma.K.Awizen@act.gov.au

Rehab, Aged and Community Services**Oral Health Services****Oral Health Services Project Support Officer**

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57830-028MA)

Gazetted: 10 March 2023

Closing Date: 17 March 2023

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

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www.canberrahealthservices.act.gov.au

Oral Health Services is in the Division of Rehabilitation, Aged and Community Services and offers a range of public dental services to the community including:

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.
Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.
Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Whilst providing services that include, preventative dental interventions and health promotion, emergency dental care, restorative and prosthetic dental care and some orthodontic interventions for eligible clients.

These services are delivered in the community to:

Gungahlin Health Centre
Belconnen Health Centre
Civic Health Centre
Phillip Health Centre
Tuggeranong Health Centre
Alexander Maconochie Centre
Mobile Dental Clinics

The Oral Health Services Project Support Officer will support the Director and the Oral Health Services (OHS) Reform Project Lead to implement strategies and recommendations following the Oral Health Services Model of Care and Governance review and coordinate the implementation of AS/NZS 4187 standards to the service. The role will work in collaboration with the key stakeholder across the OHS service including the Senior Leadership team, Human Resources and Finance Officer.

The Project Support Officer will be responsible for drafting correspondence, minutes and briefs as well as maintaining high level documentation. They will provide secretariat support to several committees, ensuring timely completion of project tasks.

A key element will be engaging with internal and external stakeholders and managing stakeholders' expectations to deliver agreed project outcomes.

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Previous experience working within a project team, would be highly regarded.

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

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note: This is a temporary position for eight months with the possibility of extension. Selection may be based on applications only

For more information on how to apply "click here"

Contact Officer: Kireet Taneja (02)51241732 Kireet.Taneja@act.gov.au

Division of Surgery

Executive

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 23668 - 029DR)

Gazetted: 09 March 2023

Closing Date: 23 March 2023

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

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Peri-operative Services, Day Surgery Unit and Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service, Pain Management Unit and the Trauma and Orthopaedic Research Unit.

The Executive Assistant supports the Executive Director of the Division of Surgery. This position has a key role in co-ordinating and supporting the work of the Division of Surgery Executive Office and works collaboratively with other executive offices, clinical leaders, clinical teams, and administration staff.

ABOUT YOU

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Behavioural Capabilities

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

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

Strong attention to detail with a high level of accuracy.

Position Requirements/Qualifications:

Mandatory

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

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Emma Fox 51243936 Emma.Fox@act.gov.au

Rehabilitation, Aged and Community Services

Oral Health Services

Site Leader

Dental Assistant Level 3 \$82,566, Canberra (PN: 14393, several -029DK)

Gazetted: 09 March 2023

Closing Date: 23 March 2023

Details:

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Services (RACS) provides adult, child and youth general dental, restorative, special needs, General Anaesthetic (GA), Relative Analgesia (RA), and specialist Surgical and Orthodontic services to the eligible members of the ACT community. The service currently operates from five Community Health Centres and three hospitals across the ACT region, as well as operating within ACT corrective services and from mobile dental clinics as below:

Gungahlin Community Health Centre – Six dental chairs

Belconnen Community Health Centre – Eleven dental chairs

City Community Health Centre - Ten dental chairs

Phillip Community Health Centre - Ten dental chairs; and

Tuggeranong Community Health Centre - Five chairs.

Alexander Maconochie Centre (AMC)

The Canberra Hospital

Calvary Public Hospital

Calvary John James Hospital

Mobile Dental Clinics -

Nursing home mobile dental clinic

School mobile dental clinic

Targeted Access Program mobile dental clinic

OHS is a multidisciplinary program and consists of dentists, visiting oral surgeons, oral health therapists, dental therapists, prosthetists, orthodontists, dental assistants, laboratory technicians and administrative staff. OHS offers a range of dental services to the eligible members of the community for adult and child and youth dental services, this includes denture services and emergency dental.

The services are available Monday to Friday, from 8:30am to 5:00pm at the above listed facilities and Community Health Centres

ABOUT YOU

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

Behavioural Capabilities

Be flexible and adaptable to changing working environments

Possess strong communication skills and the ability to create strong working relationships

Position Requirements/Qualifications:

Mandatory

Certificate IV in Dental assisting or enrolled towards completion of a Certificate IV in Dental assisting.

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

Desirable

Certificate IV in Training and Assessment.

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

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

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: Emma Awizen 0481 475 343 Emma.K.Awizen@act.gov.au

Medical Services

Pharmacy

Lead Pharmacist Antimicrobial Stewardship

Pharmacist Level 4 \$121,747 - \$131,067, Canberra (PN: 28893 - 029D2)

Gazetted: 09 March 2023

Closing Date: 18 April 2023

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 looking for an experienced and dynamic pharmacist to lead our pharmacy services in Antimicrobial Stewardship. This is a permanent position and both full time and part time applications will be considered. Temporary resident visa holders may be considered for a temporary position with the possibility of extension or permanency in line with any visa restrictions.

The Lead Pharmacist Antimicrobial Stewardship works as an integrated team member within the Antimicrobial Stewardship (AMS) and Infectious Diseases (ID) Teams, to promote quality use of antimicrobials within CHS.

Benefits

Health Professionals employed at CHS enjoy excellent conditions. Our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/come-and-work-us/enterprise-agreements>

Health Professional benefits over and above remuneration include:

Generous leave provisions including 20 days of annual leave

Up to \$12,000* in reimbursement of relocation expenses for permanent or long-term appointments with additional provisions for dependants

Access to financial and other supportive resources to enhance professional development

*Terms and Conditions Apply – refer to enterprise agreement for more details

Living and working in Canberra

Ranked as the world's most liveable city, Canberra offers the ultimate work/life balance with access to world-class facilities, stunning natural surrounds, and great career opportunities. Canberra is the capital city of Australia and is situated inland between the cities of Sydney and Melbourne. It is a picturesque city, conveniently nestled alongside Australia's highest alpine mountains and the South Eastern coastal region of New South Wales. This means that is the perfect city to base yourself so that you may be skiing some of the best alps in Australia within 2 hours or enjoying the pristine beaches of the South Coast within 90 minutes.

A move to Canberra means you have more time to do things you and your family enjoy.

To find out more about living in our wonderful city please visit <https://canberra.com.au/live/>

ABOUT YOU

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

Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory

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

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research, or experience deemed equivalent (preferably supported by the development of an Advance Pharmacist Practice Portfolio).

Able to demonstrate competency standards at the Consolidation Level of the Advanced Pharmacy Practice Framework for Australia in antimicrobial stewardship as a minimum.

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record

and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

The Society of Hospital Pharmacist of Australia (SHPA) membership.

Membership of a professional organisation linked to the area of specialty.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Hamed Lane 02 5124 2203 hamed.lane@act.gov.au

Chief Information Office

Chief Information Office

Allied Health Rostering Lead

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 54721 - 029FR)

Gazetted: 10 March 2023

Closing Date: 24 March 2023

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

Please note there are three advertisements running concurrently on Req ID 029FJ, Req ID 029FO and Req ID 029FR, however there is only one position available. The position will be filled at the classification commensurate to the applications received.

Please ensure you apply for the classification appropriate to your qualifications and experience. You may apply for both should you wish.

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

This position will be part of the Rostering Right for Demand (RR4D) project team, responsible for developing successful partnerships with Canberra Health Services (CHS) stakeholder groups to represent stakeholder requirements and assist with the transition to Business as Usual (BAU) operational use of this new solution.

Key activities associated with this position include:

- Capturing and communicating key business area requirements associated with RR4D project (Planning Phase),
- Working with the project team and product suppliers to test developed functionality and provide feedback and recommendations to improve functionality and performance (Execution Phase), and
- Following the successful development of the rostering solution, this position will assist CHS clinical, administration and management staff with the operational transition of this solution, including the change management components, co-ordination of staff training and hand over activities to their key CHS stakeholder groups.

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

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

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

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

Position Requirements/Qualifications:

- Relevant secondary and tertiary qualifications, with previous business intelligence or analytics experience would be highly regarded.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Have detailed knowledge of Medical Imaging current rostering processes and procedures for the workforce and the ability to represent staff groups.
- An understanding of Certified Agreements and their application regarding rostering and pay outcomes, is desirable.
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to time in lieu, as the project nears go-live.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: This is a temporary part-time position at (0.5FTE) available immediately until 31 December 2023 with the possibility of extension for an additional period of up to 12 months. This role will also be advertised at the SOGB (Requisition 029FJ) and RN4.3 (Requisition 029FO) classifications and will be filled based on the relevant classification of the successful applicant, (noting that there is only one vacancy).

Contact Officer: James Chapman (02) 5124 9332 JamesX.Chapman@act.gov.au

Chief Information Office

Chief Information Office

Allied Health Rostering Lead

Registered Midwife Level 4.3 \$149,388, Canberra (PN: 54721 - 029FO)

Gazetted: 10 March 2023

Closing Date: 24 March 2023

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

Please note there are three advertisements running concurrently on Req ID 029FJ, Req ID 029FO and Req ID 029FR, however there is only one position available. The position will be filled at the classification commensurate to the applications received.

Please ensure you apply for the classification appropriate to your qualifications and experience. You may apply for both should you wish.

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

This position will be part of the Rostering Right for Demand (RR4D) project team, responsible for developing successful partnerships with Canberra Health Services (CHS) stakeholder groups to represent stakeholder requirements and assist with the transition to Business as Usual (BAU) operational use of this new solution.

Key activities associated with this position include:

- Capturing and communicating key business area requirements associated with RR4D project (Planning Phase),
- Working with the project team and product suppliers to test developed functionality and provide feedback and recommendations to improve functionality and performance (Execution Phase), and
- Following the successful development of the rostering solution, this position will assist CHS clinical, administration and management staff with the operational transition of this solution, including the change

management components, co-ordination of staff training and hand over activities to their key CHS stakeholder groups.

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Relevant secondary and tertiary qualifications, with previous business intelligence or analytics experience would be highly regarded.

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Have detailed knowledge of Medical Imaging current rostering processes and procedures for the workforce and the ability to represent staff groups.
- An understanding of Certified Agreements and their application regarding rostering and pay outcomes, is desirable.
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to time in lieu, as the project nears go-live.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: This is a temporary part-time position at (0.5FTE) available immediately until 31 December 2023 with the possibility of extension for an additional period of up to 12 months. The above full-time salary will be pro-rata. This role will also be advertised at the SOGB (Requisition 029FJ) and HP5 (Requisition 029FR) classifications and will be filled based on the relevant classification of the successful applicant, (noting that there is only one vacancy).

Contact Officer: James Chapman (02) 5124 6889 JamesX.Chapman@act.gov.au

Chief Information Office

Chief Information Office

Allied Health Rostering Lead

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 54721 - 029FJ)

Gazetted: 10 March 2023

Closing Date: 24 March 2023

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

Please note there are three advertisements running concurrently on Req ID 029FJ, Req ID 029FO and Req ID 029FR, however there is only one position available. The position will be filled at the classification commensurate to the applications received.

Please ensure you apply for the classification appropriate to your qualifications and experience. You may apply for both should you wish.

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

This position will be part of the Rostering Right for Demand (RR4D) project team, responsible for developing successful partnerships with Canberra Health Services (CHS) stakeholder groups to represent stakeholder requirements and assist with the transition to Business as Usual (BAU) operational use of this new solution.

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

- Relevant secondary and tertiary qualifications, with previous business intelligence or analytics experience would be highly regarded.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Have detailed knowledge of Medical Imaging current rostering processes and procedures for the workforce and the ability to represent staff groups.
- An understanding of Certified Agreements and their application regarding rostering and pay outcomes, is desirable.
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to time in lieu, as the project nears go-live.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: This is a temporary part-time position at (0.5FTE) available immediately until 31 December 2023 with the possibility of extension for an additional period of up to 12 months. The above full-time salary will be pro-rata. This role will also be advertised at the HP5 (Requisition 029FR) and RN 4.3 (Requisition 029FO) classifications and will be filled based on the relevant classification of the successful applicant, (noting that there is only one vacancy).

Contact Officer: James Chapman (02) 5124 6889 JamesX.Chapman@act.gov.au

Strategy, Policy and Planning
Strategic Communication and Engagement Branch

Assistant Director, Content**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59271 - 029CG)**

Gazetted: 10 March 2023

Closing Date: 30 March 2023

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

If you have a passion for storytelling with extensive experience developing targeted and engaging content, we want to hear from you!

STRATEGIC COMMUNICATION AND ENGAGEMENT

Our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals.

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

We work hard to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career.

This position will play an integral role in the delivery of a communication strategy to grow CHS' research activities in its efforts to partner with academic, community and industry organisations to get the best possible results.

The communication strategy outlines the broad communication activities that will be undertaken to create and strengthen CHS' research presence internally and externally.

ABOUT YOU

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Behavioural Capabilities

Strong organisation skills with a high degree of drive.

Adaptable and flexible to accommodate change and provide responsive services to meet clients and consumer needs.

Exhibit the values of Canberra Health Services when you go about your work – kind, reliable, respectful and progressive.

Position Requirements/Qualifications:

Participate in a 24/7 after-hours on call roster system, including weekend duty, provide after-hours assistance as required.

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

The successful applicant will need to work flexibly with some after-hours work hours required, 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 Safety and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Michelle Wells 5124 9531 michelle.wells@act.gov.au

Chief Information Officer**Chief Information Officer****Medical Rostering Lead****Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 54708-029EO)**

Gazetted: 14 March 2023

Closing Date: 28 March 2023

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

This position will be part of the Rostering Right for Demand (RR4D) project team, responsible for developing successful partnerships with Canberra Health Services (CHS) stakeholder groups to represent stakeholder requirements and assist with the transition to Business as Usual (BAU) operational use of this new solution.

Key activities associated with this position include:

Capturing and communicating key business area requirements associated with RR4D project (Planning Phase),

Working with the project team and product suppliers to test developed functionality and provide feedback and recommendations to improve functionality and performance (Execution Phase), and

Following the successful development of the rostering solution, this position will assist CHS clinical, administration and management staff with the operational transition of this solution, including the change management components, co-ordination of staff training and hand over activities to their key CHS stakeholder groups.

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Relevant secondary and tertiary qualifications, with previous business intelligence or analytics experience would be highly regarded.

Have detailed knowledge of CHS Medical (Senior) workforce current rostering processes and procedures and the ability to represent staff groups.

An understanding of Certified Agreements and their application regarding rostering and pay outcomes, is desirable.

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

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.

Note: This is a full-time temporary position available immediately for 10 months with the possibility of extension.

There are two advertisements running concurrently on Req ID 029EO and Req ID 029EP, however there is only one position available. The position will be filled at the classification commensurate to the applications received.

Please ensure you apply for the classification appropriate to your qualifications and experience. You may apply for both should you wish.

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

Contact Officer: James Chapman (02) 5124 6889 jamesx.chapman@act.gov.au

Medical Services

Pharmacy

Clinical Pharmacist – Education and Training and Workforce Development

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 58371, several - 029DD)

Gazetted: 09 March 2023

Closing Date: 30 March 2023

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 looking for experienced hospital pharmacists to join our Education and Training Team. This is a great opportunity to influence and contribute strategically to our staff development program. The department runs a successful SHPA accredited Foundation Residency Program and has also just implemented an accredited Advanced Training Residency program. The department is also in the process of undertaking credentialing for advance practice roles such as Partnered Pharmacist Medication Charting (PPMC) and working on enhancing other credentialing and staff development programs across the department. This will be a rewarding role for anyone who has a keen interest in clinical education.

Permanent full time and part time positions will be considered (Temporary positions will be considered for temporary residents).

Benefits

Health Professionals employed at CHS enjoy excellent conditions. Our Enterprise Agreement is available at

<https://www.health.act.gov.au/careers/come-and-work-us/enterprise-agreements>

Health Professional benefits over and above remuneration include:

Generous leave provisions including 20 days of annual leave

Up to \$12,000* in reimbursement of relocation expenses for permanent or long-term appointments with additional provisions for dependants

Access to financial and other supportive resources to enhance professional development

*Terms and Conditions Apply – refer to enterprise agreement for more details

Living and working in Canberra

Ranked as the world's most liveable city, Canberra offers the ultimate work/life balance with access to world-class facilities, stunning natural surrounds, and great career opportunities. Canberra is the capital city of Australia and is situated inland between the cities of Sydney and Melbourne. It is a picturesque city, conveniently nestled alongside Australia's highest alpine mountains and the South Eastern coastal region of New South Wales. This means that is the perfect city to base yourself so that you may be skiing some of the best alps in Australia within 2 hours or enjoying the pristine beaches of the South Coast within 90 minutes.

A move to Canberra means you have more time to do things you and your family enjoy.

To find out more about living in our wonderful city please visit <https://canberra.com.au/live/>

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

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

Work is underway to build a new centre which will transform the acute services delivered at the Canberra Hospital in the near future. This new centre will deliver additional Emergency Department treatment spaces, theatres, additional intensive care unit (ICU) beds, as well as including new paediatric ICU beds.

The Pharmacy Department Education and Training and Workforce Development Team supports the following staff development programs across the department:

Pharmacy undergraduate training and workplace experience programs

Intern Training Program

Foundation and Advanced Training Residency Programs

Staff orientation, training and credentialing programs

Transition to hospital practice training programs

External educational activities

The position holder will be responsible for supporting the management and delivery of these workforce development programs to ensure the pharmacy workforce is capable and competent in meeting the needs of the service.

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory

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

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

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

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

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

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

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

Desirable

Experience in supervision and/or clinical education.

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 professionals.

Note: There are several permanent and temporary positions available. Part-time hours will be considered and the full-time salary noted above will be pro-rata.

Contact Officer: Jessica Barnard (02) 5124 5359 jessica.m.barnard@act.gov.au

Chief Information Office

Chief Information Office

Pathology Rostering Lead

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 54723-029F7)

Gazetted: 14 March 2023

Closing Date: 28 March 2023

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

This position will be part of the Rostering Right for Demand (RR4D) project team, responsible for developing successful partnerships with Canberra Health Services (CHS) stakeholder groups to represent stakeholder requirements and assist with the transition to Business as Usual (BAU) operational use of this new solution.

Key activities associated with this position include:

Capturing and communicating key business area requirements associated with RR4D project (Planning Phase), Working with the project team and product suppliers to test developed functionality and provide feedback and recommendations to improve functionality and performance (Execution Phase), and

Following the successful development of the rostering solution, this position will assist CHS clinical, administration and management staff with the operational transition of this solution, including the change management components, co-ordination of staff training and hand over activities to their key CHS stakeholder groups.

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

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

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

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

Position Requirements/Qualifications:

Relevant secondary and tertiary qualifications, with previous business intelligence or analytics experience would be highly regarded.

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

Have detailed knowledge of Pathology current rostering processes and procedures for the workforce and the ability to represent staff groups.

An understanding of Certified Agreements and their application regarding rostering and pay outcomes, is desirable.

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

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

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a full-time temporary position available immediately for 10 months with the possibility of extension.

There are two advertisements running concurrently on Req ID 029F7 and Req ID 029F4, however there is only one position available. The position will be filled at the classification commensurate to the applications received.

Please ensure you apply for the classification appropriate to your qualifications and experience. You may apply for both should you wish.

For more information about how to apply “click here”

Contact Officer: James Chapman (02) 5124 6889 JamesX.Chapman@act.gov.au

CHS Library and Multimedia

Senior Client Services Librarian

Senior Client Services Librarian

Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 56915 - 0296W)

Gazetted: 15 March 2023

Closing Date: 31 March 2023

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

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

The position contributes to the success of CHS by providing access to, curating, researching evidence-based medicine and training clients in the use and interpretation of such information. Library and Multimedia staff are one person removed from the patient.

ABOUT YOU

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

Behavioural Capabilities

Ability to build and maintain internal and professional networks, work positively, cooperatively and collaboratively, in a team environment. Effectively adapt to operational and organisational change while providing support, about change to team members.

Well-developed liaison, written, verbal and digital communication skills, strong organisational and planning skills and a demonstrated ability to set personal priorities while working with others to ensure the delivery of client services within agreed time frames.

Ability to investigate, interpret, evaluate and present information.

Ability to support and proactively take part in a culture of continuous improvement to deliver client services, projects and improve operational processes using efficient methods and technology to innovate.

Ability to acquire new skills, particularly in the exploitation and implementation of modern technology to deliver library resources and services, and willingness to support others to develop new skills.

Position Requirements / Qualifications

Relevant accredited degree in Library and Information Science recognised by the Australian Library and Information Association or equivalent qualifications and a minimum of two years' experience working professionally in a library or related information unit is highly desirable.

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.

Contact Officer: Michelle Woodcroft 02 512 42588 michelle.woodcroft@act.gov.au

Surgery

Surgical Discharge Support

CNC Stomal Therapy

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 13881 - 029FH)

Gazetted: 14 March 2023

Closing Date: 28 March 2023

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 Surgery is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

This is a temporary full-time position, working Monday – Friday business hours, for a period of up to 12 months.

ABOUT YOU

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

Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

Strong organisational skills with a high degree of drive

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

Strong communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)

Three years full time post registration in Nursing.

Experience and demonstrated competence (knowledge, skills and attitude) within the specialty.

Post-graduate Certificate in Stomal Therapy

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.

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

Contact Officer: Divya Seethilal 51242364 Divya.Seethilal@act.gov.au

Chief Information Officer

Chief Information Officer

Medical Imaging Rostering Lead

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 54717 - 029FE)

Gazetted: 14 March 2023

Closing Date: 28 March 2023

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

Please note there are two advertisements running concurrently on Req ID 029FE and Req ID 029FG, however there is only one position available. The position will be filled at the classification commensurate to the applications received.

Please ensure you apply for the classification appropriate to your qualifications and experience. You may apply for both should you wish.

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

This position will be part of the Rostering Right for Demand (RR4D) project team, responsible for developing successful partnerships with Canberra Health Services (CHS) stakeholder groups to represent stakeholder requirements and assist with the transition to Business as Usual (BAU) operational use of this new solution.

Key activities associated with this position include:

- Capturing and communicating key business area requirements associated with RR4D project (Planning Phase),
- Working with the project team and product suppliers to test developed functionality and provide feedback and recommendations to improve functionality and performance (Execution Phase), and
- Following the successful development of the rostering solution, this position will assist CHS clinical, administration and management staff with the operational transition of this solution, including the change management components, co-ordination of staff training and hand over activities to their key CHS stakeholder groups.

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

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

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

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

Position Requirements/Qualifications:

- Relevant secondary and tertiary qualifications, with previous business intelligence or analytics experience would be highly regarded.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Have detailed knowledge of Medical Imaging current rostering processes and procedures for the workforce and the ability to represent staff groups.
- An understanding of Certified Agreements and their application regarding rostering and pay outcomes, is desirable.
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to time in lieu, as the project nears go-live.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: This is a temporary part-time position at (0.5 FTE) available immediately until 31 December 2023 with the possibility of extension for an additional period of up to 12 months. The above full-time salary will be pro-rata. This role will also be advertised at the SPOB classification (Requisition 029FG) and will be filled based on the relevant classification of the successful applicant, (noting that there is only one vacancy).

Contact Officer: James Chapman (02) 5124 6889 JamesX.Chapman@act.gov.au

Chief Information Office

Chief Information Office

Medical Imaging Rostering Lead

Senior Professional Officer Grade B \$135,355 - \$152,377, Canberra (PN: 54717 - 029FG)

Gazetted: 14 March 2023

Closing Date: 28 March 2023

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

Please note there are two advertisements running concurrently on Req ID 029FG and Req ID 029FE, however there is only one position available. The position will be filled at the classification commensurate to the applications received.

Please ensure you apply for the classification appropriate to your qualifications and experience. You may apply for both should you wish.

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

This position will be part of the Rostering Right for Demand (RR4D) project team, responsible for developing successful partnerships with Canberra Health Services (CHS) stakeholder groups to represent stakeholder requirements and assist with the transition to Business as Usual (BAU) operational use of this new solution.

Key activities associated with this position include:

- Capturing and communicating key business area requirements associated with RR4D project (Planning Phase),

- Working with the project team and product suppliers to test developed functionality and provide feedback and recommendations to improve functionality and performance (Execution Phase), and
- Following the successful development of the rostering solution, this position will assist CHS clinical, administration and management staff with the operational transition of this solution, including the change management components, co-ordination of staff training and hand over activities to their key CHS stakeholder groups.

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

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

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

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

Position Requirements/Qualifications:

- Relevant secondary and tertiary qualifications, with previous business intelligence or analytics experience would be highly regarded.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Have detailed knowledge of Medical Imaging current rostering processes and procedures for the workforce and the ability to represent staff groups.
- An understanding of Certified Agreements and their application regarding rostering and pay outcomes, is desirable.
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to time in lieu, as the project nears go-live.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: This is a temporary part-time position at (0.5FTE) until 31 December 2023 with the possibility of extension for an additional period of up to 12 months. The above full-time salary will be pro-rata. This role will also be advertised at the HP5 classification (Requisition 029FE) and will be filled based on the relevant classification of the successful applicant, (noting that there is only one vacancy).

Contact Officer: James Chapman (02) 5124 6889 JamesX.Chapman@act.gov.au

CHS Chief Executive Officer

Chief Information Officer

Junior Medical Officer (JMO) Rostering Lead

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 54712 - 029EG)

Gazetted: 14 March 2023

Closing Date: 28 March 2023

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

This position will be part of the Rostering Right for Demand (RR4D) project team, responsible for developing successful partnerships with Canberra Health Services (CHS) stakeholder groups to represent stakeholder requirements and assist with the transition to Business as Usual (BAU) operational use of this new solution. Key activities associated with this position include:

Capturing and communicating key business area requirements associated with RR4D project (Planning Phase), Working with the project team and product suppliers to test developed functionality and provide feedback and recommendations to improve functionality and performance (Execution Phase), and Following the successful development of the rostering solution, this position will assist CHS clinical, administration and management staff with the operational transition of this solution, including the change management components, co-ordination of staff training and hand over activities to their key CHS stakeholder groups.

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

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

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

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

Position Requirements/Qualifications:

Relevant secondary and tertiary qualifications, with previous business intelligence or analytics experience would be highly regarded.

Have detailed knowledge of CHS Junior Medical Officer workforce current rostering processes and procedures and the ability to represent staff groups.

An understanding of Certified Agreements and their application regarding rostering and pay outcomes, is desirable.

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

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available immediately until 31 December with the possibility of extension for an additional period of up to 12 months.

Contact Officer: James Chapman 5124 9332 JamesX.Chapman@act.gov.au

ACT Pathology

Anatomical Pathology

Preanalytical and Cutup Senior Scientist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 21277 - 029F9)

Gazetted: 14 March 2023

Closing Date: 30 March 2023

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 business unit 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 Anatomical Pathology Department operates a service which encompasses Histology, Cytology, Mortuary Services and Administration. The Preanalytical and Cutup Senior Scientist is a specialised role focusing on Anatomical Pathology pre-analytical and cut-up aspects of the department. The position serves as the Team Leader for staff working in the front end of the Histology including but not limited to specimen receipting (case builder, frozen sections, renal biopsies, decalcification, specimen transfer and cut-up workstations, and overseeing the safe and efficient daily operation of this workspace.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

Strong attention to details, reliable and punctual

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

Position Requirements/Qualifications:**Mandatory**

Relevant Medical Laboratory Science Bachelor qualifications and a minimum of 5 (five) years' experience working professionally in an Anatomical Pathology laboratory is preferred.

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

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

Desirable

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

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

Have an understanding of how the National 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.

Note: A senior scientist with a specialised role focusing on the pre-analytical and cut-up aspects of Anatomical Pathology has become available at ACT Pathology - Canberra Health Services. This is an exciting opportunity for medical laboratory scientists who have a special interest in specimen dissection and staff training. When applying for this position please ensure you address the position selection criteria.

Contact Officer: Mary Brun 5124 2879 mary.brun@act.gov.au

CHS Chief Executive Officer

Chief Information Officer

Pathology Rostering Lead

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 54723 - 029F4)

Gazetted: 14 March 2023

Closing Date: 28 March 2023

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

This position will be part of the Rostering Right for Demand (RR4D) project team, responsible for developing successful partnerships with Canberra Health Services (CHS) stakeholder groups to represent stakeholder requirements and assist with the transition to Business as Usual (BAU) operational use of this new solution.

Key activities associated with this position include:

Capturing and communicating key business area requirements associated with RR4D project (Planning Phase), Working with the project team and product suppliers to test developed functionality and provide feedback and recommendations to improve functionality and performance (Execution Phase), and

Following the successful development of the rostering solution, this position will assist CHS clinical, administration and management staff with the operational transition of this solution, including the change management components, co-ordination of staff training and hand over activities to their key CHS stakeholder groups.

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Relevant secondary and tertiary qualifications, with previous business intelligence or analytics experience would be highly regarded.

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

Have detailed knowledge of Pathology current rostering processes and procedures and the ability to represent staff groups.

An understanding of Certified Agreements and their application regarding rostering and pay outcomes, is desirable.

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

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available immediately until 31 December 2023 with the possibility of extension for an additional period of up to 12 months. This role will also be advertised at the SPOB classification (Requisition 029F7) and will be filled based on the relevant classification of the successful applicant. (noting that there is only one vacancy).

Contact Officer: James Chapman 5124 9332 JamesX.Chapman@act.gov.au

CHS Chief Executive Officer
Chief Information Officer
Administrative Rostering Lead
Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 54713 - 029EL)

Gazetted: 14 March 2023

Closing Date: 28 March 2023

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

This position will be part of the Rostering Right for Demand (RR4D) project team, responsible for developing successful partnerships with Canberra Health Services (CHS) stakeholder groups to represent stakeholder requirements and assist with the transition to Business as Usual (BAU) operational use of this new solution. Key activities associated with this position include:

Capturing and communicating key business area requirements associated with RR4D project (Planning Phase),

Working with the project team and product suppliers to test developed functionality and provide feedback and

recommendations to improve functionality and performance (Execution Phase), and

Following the successful development of the rostering solution, this position will assist CHS clinical, administration and management staff with the operational transition of this solution, including the change management components, co-ordination of staff training and hand over activities to their key CHS stakeholder groups.

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

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

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

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

Position Requirements/Qualifications:

Relevant secondary and tertiary qualifications, with previous business intelligence or analytics experience would be highly regarded.

Have detailed knowledge of CHS Administrative workforce current rostering processes and procedures and the ability to represent staff groups.

An understanding of Certified Agreements and their application regarding rostering and pay outcomes, is desirable.

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

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available immediately until 31 December 2023 with the possibility of extension for an additional period of up to 12 months.

Contact Officer: James Chapman 5124 9332 JamesX.Chapman@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services**Child and Adolescent Mental Health Services – Childhood Early Intervention Program****Allied Health Assistant**

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 60551-029FN)

Gazetted: 15 March 2023

Closing Date: 29 March 2023

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 Child and Adolescent Mental Health Services (CAMHS) sits within the Mental Health, Justice Health and Alcohol and Drug division of CHS. CAMHS provides assessment and treatment for children and young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The Childhood Early Intervention Program (CEIP) is a specialist team within CAMHS with a focus on mental health, emotional and behavioural well-being, and early intervention for primary school aged children. The CEIP is a multidisciplinary team that work in collaboration with the Education and Community Services Directorates to deliver early intervention support to the community. CEIP deliver psychoeducation, group-based and individual intervention and support to children and families within ACT primary schools. CEIP also provide mental health in-reach to the Child and Family Centres at which they are co-located through co-facilitation of specialised groups, seminars, wellbeing clinics and secondary consultation.

Under the supervision of the CEIP Allied Health Team and Manager the Allied Health Assistant will collaborate with various schools to develop and deliver services to ensure the consistent early detection, treatment, and prevention of emerging severe social, emotional, and behavioural difficulties in primary school aged children. All roles within CAMHS require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. Additionally, any role in CAMHS is required to be available to work within all program areas of CAMHS, as service needs arise. The role involves participating in a team to produce quality mental health outcomes for the Canberra 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

- Ability to work within a team as a collaborative team member alongside other stakeholders and as needed be flexible and adaptable to a changing environment.
- Commitment to achieving positive outcomes for children and young people, their families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- Ability to communicate effectively, including displaying empathy, respect, genuineness, and responsiveness in communication.
- Good organisational and administrative skills.

Position Requirements/Qualifications:

- Relevant Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification).
- Experience working with children and families.
- A current Driver's Licence.
- The successful applicant may need to be available for occasional 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.

- 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.
- 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 Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: This is a full-time temporary position for nine months with the possibility of extension and/or permanency. An Order of Merit may be used to fill similar future vacancies within a 12-month period. Appointment to the position may be based on written application and referee reports only.

For more information on how to apply “click here”

Contact Officer: Renae Nardi (02) 51241880 Renae.Nardi@act.gov.au

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

CAMHS

Health Professional Level 3, The Cottage

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 25990 - 029F2)

Gazetted: 15 March 2023

Closing Date: 29 March 2023

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

A temporary 6-month opportunity for a full-time allied health clinician to join the CAMHS Cottage Team and support young people with moderate to severe mental health concerns transition back to school or vocation.

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

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

The Cottage is a specialist team within CAMHS that provides individual and group evidence-based interventions for young people aged 12-18 referred from CAMHS Community Teams who have moderate to severe mental health issues which impact their ability to attend school. The Cottage operates as a multidisciplinary team that focuses on managing mental health difficulties and re-establishing routine, behavioural activation, graded exposure, and school engagement for a supported transition back to school. The Cottage operates five days a week within a day program setting with the support of an educator and the Education Department.

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

Work as a multi-disciplinary team member and adapt quickly with flexibility to a changing work environment.

Ability to engage with young people and achieve positive outcomes for them and their families and/or carers.

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

Position Requirements/Qualifications:

Mandatory

Relevant degree in Social Work/Psychology/Occupational Therapy qualifications and a minimum of three years' post-qualification experience working professionally in respective field.

For Psychology/Occupational Therapy - be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold a current driver's license.

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)

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. An Order of Merit may be used to fill similar future vacancies within a 12-month period.

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

Contact Officer: Renae Nardi (02) 5124 1880 renae.nardi@act.gov.au

Women, Youth and Children

Outpatient Services

Administration Officer -Team Leader

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 48682, several - 0292M)

Gazetted: 15 March 2023

Closing Date: 29 March 2023

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 Service Division of Women Youth and Children provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We provide family centred, interdisciplinary services at Canberra Health Services, Community Health Centres, client homes, schools and Child and Family centres.

The position provides administrative and general office support to the Women Youth and Children Department. Duties include booking appointments, referral management, screening telephone calls, organisational and time management skills, ability to liaise effectively with staff at all levels as well as the ability to lead a small team, monitor workflows and direct staff. A high level of knowledge and demonstrated ability in the use of health-based IT systems including ACTPAS and Clinical Portal and the ability to report on this data is desirable. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the Women Youth and Children Management team as necessary.

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 client needs.

Position Requirements/Qualifications:

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)

Note: There are several temporary positions available for ten months with the possibility of extension.

Contact Officer: Sandra Fisher (02) 5124 7677 Sandra.fisher@act.gov.au

Rehabilitation Aged and Community Services

Equipment Services

Health Service Officer, Equipment Loan Service.

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992), Canberra (PN: 19495-029FT)

Gazetted: 15 March 2023

Closing Date: 3 April 2023

Details:

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

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

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

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Position Requirements/Qualifications:

Hold a current driver's licence.

A high level of fitness and ability to perform all duties

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)

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

For more information on how to apply "click here"

Contact Officer: Carmen Connellan (02) 51241065 Carmen.Connellan@act.gov.au

Woman Youth and Children

Enhanced Health Services

Physiotherapist, Early Family Support Service

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 25527 - 029H9)

Gazetted: 15 March 2023

Closing Date: 27 March 2023

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

Women, Youth and Children Community Health Programs delivers a range of health care community-based services to women, children, young people, and families. These services include support, education, and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multidisciplinary team.

The Enhanced Health Services (EHS) includes the Early Family Support Service (EFSS), Enhanced Child Health Service (ECHS), Developmental Paediatric and Child Protection Medical Service (DPCPMS), and Women's Health Service (WHS).

Physiotherapists work within the Early Family Support Counselling and Physiotherapy (EFSCP) Team in the Early Family Support Service to provide services for women three to twelve months postnatal, as well as to infants under twelve months of age for a range of concerns including torticollis, neck issues and positional talipes. Services provided are evidence based, collaborative, and holistic, with acknowledgment of the importance of sensitive, trauma informed care.

This is a rewarding and exciting position within a vibrant service that is suitable for a dynamic, flexible, and skilled physiotherapist with a solid background in musculoskeletal physiotherapy, women's health, and with paediatric experience particularly in the assessment and treatment of musculoskeletal and developmental issues for babies, who is committed to working in a multidisciplinary team to deliver care to women and infants.

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 clinical, communication, and interpersonal skills.

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

The ability to work respectfully in partnership with staff and stakeholders

Position Requirements/Qualifications:

- Relevant Physiotherapy qualifications and a minimum of three years' experience working professionally in health services to women and children is preferred.
- 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)
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: this is an expected permanent part-time position at (22.8) hours per week. The above full-time salary will be pro-rata.

Contact Officer: Vanessa Bakker 0432 851 559 vanessa.bakker@act.gov.au

Chief Information Office

Chief Information Office

Nursing and Midwifery Rostering Lead

Registered Nurse Level 4.3 \$149,388, Canberra (PN: 54856-029E7)

Gazetted: 14 March 2023

Closing Date: 28 March 2023

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

This position will be part of the Rostering Right for Demand (RR4D) project team, responsible for developing successful partnerships with Canberra Health Services (CHS) stakeholder groups to represent stakeholder requirements and assist with the transition to Business as Usual (BAU) operational use of this new solution.

Key activities associated with this position include:

Capturing and communicating key business area requirements associated with RR4D project (Planning Phase), Working with the project team and product suppliers to test developed functionality and provide feedback and recommendations to improve functionality and performance (Execution Phase), and

Following the successful development of the rostering solution, this position will assist CHS clinical, administration and management staff with the operational transition of this solution, including the change management components, co-ordination of staff training and hand over activities to their key CHS stakeholder groups.

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

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

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

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

Position Requirements/Qualifications:

Relevant secondary and tertiary qualifications, with previous business intelligence or analytics experience would be highly regarded.

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

Have detailed knowledge of Nursing and Midwifery workforce current rostering processes and procedures and the ability to represent staff groups.

An understanding of Certified Agreements and their application regarding rostering and pay outcomes, is desirable.

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

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for 10 months with the possibility of extension and/or permanency.

For more information on how to apply “click here”

Contact Officer: Narelle Macgregor (02) 5124 9332 Narelle.Macgregor@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

CIT Corporate Services**CIT Corporate Services****Strategic Growth and Transformation****Project Officer****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59009)**

Gazetted: 15 March 2023

Closing Date: 22 March 2023

Details: As the CIT Woden Campus and associated projects enter the next stage of design and construction, CIT is looking for a team member to engage with staff and students. CIT will commence delivery at Woden CIT Campus in 2025 and activities at CIT will align to the stages of the ACT Government project as we prepare our infrastructure, ways of work and learning to the new digitally enabled building.

An opportunity exists for a future focused team member to work on key infrastructure and strategic projects, including the CIT Woden project.

The successful individual will work closely with staff and students and lead the design and delivery of workshops and collaboration in the design process, reporting to the Director, Strategic Growth.

The successful applicant will:

Work with internal and external stakeholders to inform the project design requirements that will lead to the delivery of a flexible 21st Century Campus that is connected to the community and the public realm.

Lead the practices that will enable the workforce to work in a new campus.

Manage the development of resources to enable the use of the new campus.

Foster practices that will lead to change in the infrastructure of all campuses through the design of CIT Woden design and style guidelines.

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

Note: This is a temporary position available immediately for nine months with possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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: Rikki Norris (02) 6207 4877 Rikki.Norris@cit.edu.au

Technology and Design

Education Services

Department of Information Communication and technology

IT Laboratory Manager

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 60704)

Gazetted: 10 March 2023

Closing Date: 17 March 2023

Details: Are you a problem solver? Do you have a passion for computers and Software?

CIT is seeking an energetic Information Technical Officer to join their Information Communication and Cybersecurity team. If you enjoy working with a diverse group of people, and supporting students and peers with their technical issues, then this position is just right for you.

As an Information Technical Officer, you will be required to have sound technical hardware and software skills to support the ongoing operation of the ICT and Cyber departments. You will be actively monitoring, maintaining, and reviewing current resources to problem-solve technical issues using sound judgement.

Eligibility/other requirements:

A diploma in Information Technology or higher is essential.

Server knowledge using both Microsoft and Linux is essential.

Cisco lab equipment knowledge is essential.

Desirable:

Minimum of two years experiences maintaining a technical environment.

Knowledge of CIT's Digital needs and practices is desirable.

Note: This is a full-time temporary position available from 1 May 2023- 30 April 2024 with possibility of permanency.

Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements

How to apply: Please submit a two-page statement addressing the Selection Criteria on why you may be the right person to join a highly motivated and diverse team. Please submit your application along with two referee reports with your application.

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

Contact Officer: Monique Roeton (02) 6205 4470 Monique.Roeton@cit.edu.au

Education and Training Services**CIT Trade Skills****Plumbing****Plumbing Trades Teacher****Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 51375, several)**

Gazetted: 09 March 2023

Closing Date: 23 March 2023

Details: Are you a qualified plumber seeking a change of pace? Are you looking for a better work life balance? Do you like to share the years of wisdom you have learnt from being on the tools to the next generation? Or maybe you are just a little curious....

WHATS THE POSITION?

CIT is seeking suitably qualified tradespeople to join us in shaping the 'tradies of the future!'. As a teacher with us you have the power to directly impact the future of plumbing within the ACT and surrounds by passing on your extensive experience and industry knowledge to a classroom full of students waiting to learn from you.

We are seeking someone who is a strong, confident communicator, with excellent technical skills and a passion for learning. You will be flexible in your approach to passing on your knowledge and be able to work with a diverse range of people. Your work as a teacher will require digital skills as we use a range of programs to deliver our training and email to correspond with our students and colleagues.

We have a variety of positions available from permanent full time to casual roles to get a taste for what teaching is all about.

PLEASE NOTE: applicants do not have to possess direct teaching experience, as we can train you on how to become a great VET Teacher. We place more value on people with the relevant trade qualifications, industry experience and right attitude.

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**WHAT DO I NEED?**

To be successful in this position you must have the following:

possession of relevant formal vocational qualifications (relevant trade qualification or equivalent minimum, Australian equivalent); and

demonstrate a broad range of current industry skills and experience.

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

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 - 2022, sub-Clause 40.

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:

hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);

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

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

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

Mandatory Licensing

Possess the following ACT Construction Occupation Licences or Jurisdictional equivalent.

Advanced Sanitary Drainer

Sanitary Plumber

Advanced or General Gasfitter

Industry Experience

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

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

** CIT can assist in you gaining the full qualification, further information available in CIT's Enterprise Agreements.

Notes: There are several permanent, temporary and casual positions available. Temporary positions will be for a 12 month period with the possibility of extension up to 5 years. Position may be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

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

CIT 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.

Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to apply: For permanent positions please click below and you will be re-directed to the ACTGOV Jobs page. You will be asked to submit your curriculum vitae including referees, and a one page pitch outlining how your skills and experience meet Selection Criteria and why you would make an excellent CIT Teacher.

If you are interested in applying for a casual teacher position, please register your interest now at <https://employmentregister.cit.edu.au/casualTeacher.xhtml> or contact Adrian Clarke on 6205 2280!

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrian Clarke (02) 6205 2280 Adrian.Clarke@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Executive Branch Manager, Program Delivery

Temporary Vacancy (3 April 2023 to 28 April 2023)

Chief Minister, Treasury and Economic Development Directorate

Policy and Cabinet

Position: E1178

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 10 March 2023

The Office of Climate Action in the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) are seeking a highly skilled individual to temporarily fill the role of Executive Branch Manager, Program Delivery as soon as possible until 28 April 2023.

The Branch Manager is responsible for coordinating and delivering key Climate Action Parliamentary and Governing Agreement (PAGA) commitments through cross-agency teams.

The position also supports the Head of Service and Chief Minister with analysis and advice on matters being considered by Cabinet and its subcommittees.

The Branch Manager reports to the Coordinator General for Climate Action, Office of Climate Action, CMTEDD.

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

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

To apply: Please provide a curriculum vitae, contact details for two referees, and a pitch of no more than one page via email to kieran.lawton@act.gov.au **by: COB Friday 17 March 2023.**

Contact Officer: Kieran Lawton 0466 389 760 kieran.lawton@act.gov.au

**Executive Group Manager, Communications and Engagement
Temporary Vacancy (16 March 2023 to 11 April 2023)
Chief Minister, Treasury and Economic Development Directorate
Communications and Engagement**

Position: E1012

(Remuneration equivalent to Executive Level 2.4)

Circulated to: ACTPS Band 1 and 2 Executive

Date circulated: 10 March 2023

Expressions of interest are sought for the position of Executive Group Manager, Communications and Engagement. This temporary vacancy is from 16 March 2023 to date 11 April 2023

This Senior Executive position reports to the Head of Service and leads whole of government communications and engagement across the ACT Public Service. This includes the provision of high quality and responsive public information in emergencies and for large scale government initiatives and providing communications strategy and management of key government priorities and emerging issues. The position is also responsible for strategic communications, engagement and media in relation to CMTEDD operations.

The Executive Group Manager role operates in an environment of openness and transparency, maximising a coordinated and strategic use of all communications resources and channels across government. The position works collaboratively with the Ministers' offices, Strategic Board, other Executives and officers across the ACTPS, and key government and non-government stakeholders.

For further information please see the Executive Capabilities attached.

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

Remuneration: The position attracts a remuneration package ranging from **\$347,585 - \$361,512** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$309,493**.

To apply: Interested candidates should submit a one page Expression of Interest, details of two referees and a current curriculum vitae via email to Trish.Johnston@act.gov.au by **Mid-day Tuesday 14 March 2023**.

Contact Officer: Trish Johnston (02) 6207 2644 Trish.johnston@act.gov.au

**Economic Development
artsACT**

Arts Programs

Arts Programs Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 45604)

Gazetted: 15 March 2023

Closing Date: 29 March 2023

Details: artsACT is seeking an Arts Program Officer to 30 September 2023, with the possibility of extension up to 12 months and/or permanency, to assist with administering the ACT Arts Fund and contributing to policy development activities of artsACT, in particular delivery of the *Arts, Culture and Creative Policy 2022-2026*.

The successful applicant will need strong program and project administration skills, a demonstrated ability to undertake analysis and policy development as well as a high level of oral and written communications skills, and a history of developing productive working relationships with internal and external stakeholders. A sound understanding of government business and the arts sector is 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.](#)

Notes: This is a temporary position available until 30 September 2023 with the possibility of extension up to 12 months 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 officers do not have a designated workstation/desk. At present, all officers work from home and at 220 London Circuit, Canberra City.

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: Jenny Spear (02) 6205 0589 Jenny.Spear@act.gov.au

Payroll and HR Systems**Payroll Services****Payroll Support Officer****Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 57078, several)**

Gazetted: 14 March 2023

Closing Date: 21 March 2023

Details: Payroll Services is looking to fill several Payroll Support Officer positions.

Our Payroll Support Officer's play a vital role in ensuring Payroll Services delivers effective and accurate payroll services to our customers.

In the role, you will support your colleagues and be a participative and positive team member in a dynamic work environment.

What qualities will you need to possess?

Strong attention to detail

Excellent communication skills to ensure effective customer service delivery

A high level of flexibility and adaptability in a rapidly changing environment

The ability to work in a high-pressure team environment

We would love to hear from positive, customer focused individuals that have great attention to detail. If that sounds like you and you're keen to apply for this opportunity, submit your application via the Apply Now button below.

Note: There are several temporary positions available immediately for up to 12 months.

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

How to apply: Please provide a one-page pitch summarising your suitability for the role, ensuring you take into consideration the position information and key capabilities (minimum font 11) along with your curriculum vitae (no more than two to three pages) and contact details of two referees.

Please review the applicant guide within the Position Description for more information on developing your pitch when applying for this position.

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

Contact Officer: Cathy Ponzo 6207 8157 Cathy.Ponzo@act.gov.au

Property and Shared Services**ACT Property Group****Customer and Tenancy Management****Assistant Director, Customer Relationship Management****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 26182)**

Gazetted: 14 March 2023

Closing Date: 30 March 2023

Details: ACT Property Group is a customer driven organisation. We provide accommodation, property maintenance and property upgrade services to ACT Government, community and commercial customers. This position and team is vital to ensuring that we understand and deliver our services to meet or exceed customer expectations where possible. The person in this position provides the first point of contact for a group of customers acting as the tenancy manager and coordinating and liaising with other areas in ACT Property Group and Government. The position also provides day to day management of identified buildings under management or lease, liaison with building owners and advice on service improvements.

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:

Highly desirable:

A current driver's licence (car)

Note: This is a temporary position available for three months with 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: Brianna Crowe (02) 6205 2368 Brianna.Crowe@act.gov.au

Economic Development

artsACT

Arts Infrastructure and Public Art

Assistant Director, Arts Infrastructure

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57738)

Gazetted: 10 March 2023

Closing Date: 24 March 2023

Details: artsACT is seeking an experienced Assistant Director. The successful applicant will be responsible for supporting the delivery of the arts facilities capital works program including project scope development, financial management, programming and reporting. The applicant will need strong project management skills, a history of developing productive working relationships with internal and external stakeholders, and a desire to work innovatively to achieve results.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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: A knowledge of the local and national arts sector is desirable.

Note: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Your application should demonstrate how you meet the requirements of the professional/technical skills and knowledge criteria as well as the behavioural capabilities described in the position description. Submissions should be no more than three pages and include contact details for two referees.

Applications should be submitted via the Apply Now button below.

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

Economic Development Division**Skills Canberra****Branch Coordination and Governance****Executive Officer****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 02388)**

Gazetted: 09 March 2023

Closing Date: 23 March 2023

Details: We are seeking a dynamic and high-performing Executive Officer.

Skills Canberra is responsible for providing strategic advice and overall management of skilled and business migration, vocational education and training (VET) and adult community education (ACE) in the ACT.

In this role you will work closely with all Skills Canberra business units to support the provision of timely, high-quality information and advice for the Branch, Directorate and Minister. This includes the management of VET related ACT Legislative Assembly, Cabinet and government reporting commitments, and oversight and management of Skills Canberra's involvement in national and ACT VET related committees.

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

Experience in TRIM/WIRE is required.

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

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 submit a two-page pitch addressing the position capabilities, a current curriculum vitae and two referees.

Applications should be submitted via the Apply Now button below.

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

Shared Services**Partnership Services****Service Centre****Customer Service Agent****Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 47120, several)**

Gazetted: 10 March 2023

Closing Date: 24 March 2023

Details:

If you like helping people, this job is for you.

If you want to work in a collaborative team environment, this job is for you.

If you are looking for a rewarding customer service job that can lead to excellent future career opportunities, this is the job for you!

Here at Shared Services, we are essential cogs in the ACT Government wheel, the enablers, providing corporate support to Directorates and Agencies so they can focus on service delivery to our community.

Our Customer Service Agents are at the coal face, providing 1st level support for ACT Government staff on human resource and finance related matters. We are a call centre environment interacting with customers via phone, live chat, and email, transferring matters to the experts where required.

We work hard, support each other, and have fun. We place a big emphasis on personal development, encouraging training opportunities and involving you in the delivery of our team's strategic objectives.

This is an opportunity to work for the ACT Government, one of the biggest employers in Canberra. The Government employs an inclusive and diverse workforce, with a fun and supportive environment and flexible work options.

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

Candidates found suitable for interview will be required to undergo a comprehensive interview process involving questions, an activity and role play scenario.

If you are successful, you will be placed on a six week paid training program where you will get a taste for Service Desk life and learn from our experienced customer service agents. On successful completion of training, you may be offered a longer term temporary position with the ACT Public Service which may have the possibility of permanency and an opportunity for working with a great group of professionals.

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

How to apply: Please complete the attached application questions in no more than two pages in length and provide them along with your curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Woodward (02) 6207 9000 ClaireF.Woodward@act.gov.au

Payroll and HR Systems**Payroll Services****Payroll Team Supervisor****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 09386, several)**

Gazetted: 09 March 2023

Closing Date: 23 March 2023

Details: The Shared Services Payroll team are seeking experienced and skilled Payroll Team Supervisors to join our team.

As a Payroll Team Supervisor, you will lead a large team and be responsible for providing quality Support to your Payroll Management as well as your team members and colleagues within Payroll Services. Your primary tasks will be to:

Effectively manage and lead a team to administer payroll services and in delivering first class customer service to achieve business outcomes

Resolve complex payroll matters and the ability to identify areas that require escalation to senior management.

This includes a demonstrated ability to respond to customer enquiries in a clear and concise manner.

Maintain a high level of verbal and written interaction with customers in a professional, helpful manner to enhance the customer's experience.

Proactively monitor and manage productivity, and quality assurance processes of the team's output.

Additional responsibilities include interpreting and providing accurate and considered advice relating to legislation, Enterprise Agreements and policies for current payroll activities and practises.

The ideal candidate would be a highly motivated team player who demonstrates superior customer service skills and is comfortable working in a high-pressure environment with tight deadlines, with the ability to contribute to a positive and inclusive working environment.

If this sounds like you, please follow the instructions on how to apply for the role. We look forward to hearing from you.

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

How to Apply: Please submit a two-page pitch summarising your suitability for the role, ensuring you take into consideration the position information and key capabilities (minimum font 11). Please also submit a curriculum vitae (2-3 pages preferred).

Please review the applicant guide found within the attached Position Description for more information on developing your pitch when applying for this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Malcolm Mullavey (02) 6205 1677 Malcolm.Mullavey@act.gov.au

Digital Data and Technology Solutions**Technology Services Branch****Cloud and Platform Services****Director****Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 14347)**

Gazetted: 09 March 2023

Closing Date: 28 March 2023

Details: Digital, Data and Technology Solutions (DDTS) is looking for a motivated and energetic person to join the Cloud and Platform Services team within the Technology Services Branch, as a Senior Information Technology Officer Grade B, Director. This person will supervise a team of technical specialists and deliver operational ICT services to the Territory and our Directorate partners. If you have good management skills with a strong focus on customer service in a dynamic ICT environment, we're keen to meet 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 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.

Eligibility/other requirements:

This role is a designated Position of Trust and requires you to obtain and maintain an ACT Government-issued CMTEDD Personnel Vetting Program certificate or hold a baseline AGSVA security clearance which will be sponsored by the Chief Minister, Treasury and Economic Development Directorate. If you are not successful in obtaining a Security clearance, your employment in the role will not commence.

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

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

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) will consider flexible working conditions.

We may appoint to this position based on application and referee report alone.

How to apply: Please review the Position Description and submit a pitch, no longer than four pages, outlining your experience and how you would use your skills, knowledge, and behavioural capabilities to perform the duties and responsibilities of the role to a high standard.

Please also provide a current curriculum vitae including details of two referees (including your current supervisor where possible).

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

Contact Officer: Raymond Mills (02) 6207 0228 Raymond.Mills@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

Housing Assistance

Infrastructure and Contracts

Infrastructure Delivery

Director Growing and Renewing Governance

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57995)

Gazetted: 10 March 2023

Closing Date: 17 March 2023

Details: The Infrastructure and Contracts branch of Housing ACT are looking for a dynamic person to join the role of Director, Growing and Renewing Public Housing Governance in the Program Management Office team. The position occupant will be expected to demonstrate sound management and leadership capability, the ability to think strategically in an operational environment and possess excellent interpersonal, organisational and communication skills. 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 position is responsible for the management of the governance arrangements for the ACT Housing Strategy:

- Growing and Renewing Public Housing Program, and any other large scale programs.
- Design, implement and evaluate governance policies and processes.

- Contribute to business planning and budget development processes.
- Coordinate and produce high level reports, correspondence and submissions on the progress of the Growing and Renewing Public Housing Program and other programs.
- Manage administration requirements associated with several cross-directorate governance meetings. Including managing a team to undertake secretariat duties, including coordinating the collation, formatting, and distribution of papers, attending meetings, preparing meeting minutes and maintaining governance records.
- Provide strategic advice on better practice governance including direction setting and performance reporting, quality management, risk management, compliance management and assurance activities.
- Represent Housing ACT in a range of Directorate and community forums including developing and maintaining collaborative working relationships with colleagues.
- Conduct project work relating to Whole of Government and Directorate initiatives.

More information can be found in the position description.

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

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

How to Apply: Applications should be written as if writing to an Expression Of Interest, addressing the selection criteria, no more than three A4 pages long, plus Curriculum Vitae/resume and referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jamie Valdivia (02) 6205 4417 Jamie.Valdivia@act.gov.au

Corporate

Finance, Housing Assistance

Finance

Finance Clerk

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 11291)

Gazetted: 10 March 2023

Closing Date: 24 March 2023

Details: Finance, Housing Assistance is looking for an enthusiastic Finance Clerk to join our busy team. Finance Clerks are responsible, under limited direction, for ensuring accurate and complete recording and reporting of revenues and debts from the accounts receivable activities in Housing ACT. Management of the account receivable function entails preparing and sending invoices to clients, updating financial records, including monthly analysis, reconciliation and quality assurance of debts, debt management and collection, and writing off uncollectable debts. Debts managed include tenant responsible maintenance charges, rental bond loans and other amounts owing to Housing ACT. More information is available in the position description.

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

Eligibility/ Other Requirements

N/A

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

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

Selection may be based on application and referee reports only

How to apply: Please provide an Expression of Interest of no more than two pages, including a curriculum vitae and referees with your application

Applications should be submitted via the Apply Now button below.

Contact Officer: Cara Cannon (02) 6205 8404 Cara.Cannon@act.gov.au

Children, Youth and Families

CYPS Operations

Practice Development**Practice Development Administration Officer****Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 38095)**

Gazetted: 09 March 2023

Closing Date: 23 March 2023

Details: The Practice Development team are responsible for developing and implementing training and development resources, tools and processes to support staff development in CYPs.

The ASO4 Practice Development Officer role is responsible for supporting the Practice Development Director and team in achieving the design, development and delivery of CYPs operational practice development programs and projects.

The position is responsible for assisting the team to deliver tools and information packages that embed organisational policy into practice. The position is also responsible for maintaining data integrity to ensure the team meets its reporting obligations as they relate to practice development for staff.

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

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

Note: This is a temporary opportunity available immediately for up to 12 months with the possibility of extension and/or permanency. A merit pool may be established from this selection process and maybe used to fill temporary and permanent vacancies over the next 12 months. Selection may be based on application and referee reports only.

this positions workplace is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a 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: Katrina Armstrong (02) 6207 1324 Katrina.Armstrong@act.gov.au

Corporate**Governance****Ministerial and Government Services Unit****Cabinet Liaison Officer****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 55630)**

Gazetted: 09 March 2023

Closing Date: 23 March 2023

Details: Community Services Directorate (CSD) are seeking applicants for the role of Cabinet Liaison Officer (CLO) at the Senior Officer Grade C level. The position of CLO sits within the Ministerial and Government Services Unit of the Governance Branch. A key role for the Community Services Directorate, the CLO provides a central contact point between the directorate, the Cabinet Office and other directorates on Cabinet business.

The CLO works across the directorate engaging line areas to provide support through the cabinet submission process. They work across directorates to drive cabinet matters and circulation comments. This role involves access to sensitive cabinet documents and requires an ability to effectively manage multiple cases and stakeholders, negotiate to achieve results and remain responsive to ensure tight timeframes are met.

Note: A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply:

Please provide a Curriculum Vitae and one page pitch outlining your relevant experience and ability to meet the Professional / Technical Skills and Knowledge and the Behavioural Capabilities included in the roles Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lynda Condon (02) 6205 1037 Lynda.Condon@act.gov.au

Corporate**Business Transformation and Systems****Insights and Analytics****Data Analyst****Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 59700)**

Gazetted: 09 March 2023

Closing Date: 23 March 2023

Details: At Community Services Directorate (CSD), you'll do work you can't do anywhere else. Work that is meaningful, diverse and challenging. As a Data Analyst, you will collect and analyse data from multiple sources to gain insights that inform decision making, improve performance and customer service outcomes.

CSD is responsible for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing services, children, youth and family support, Child and family centres, homelessness, community engagement, Aboriginal and Torres Strait Islander Affairs, and community disaster recovery.

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

Eligibility/Other Requirements:

Applicants with relevant qualifications/certifications are desirable.

Notes: A merit pool will be established and may be used to fill identical vacancies over the next 12 months.

How to Apply: Please review the position description and submit a pitch, no longer than two pages, providing examples of your experience demonstrative of your skills, knowledge and behavioural capabilities to perform the duties and responsibilities of the role to a high standard. Applicants are also required to submit their curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: PennyJ Neuendorf (02) 6207 9726 PennyJ.Neuendorf@act.gov.au

Cultural Facilities Corporation**ACT Historic Places****Visitor and Commercial Services Coordinator****Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 9028)**

Gazetted: 15 March 2023

Closing Date: 29 March 2023

Details: ACT Historic Places is looking for a highly motivated self-starter for the position of Visitor and Commercial Services Coordinator.

This position is offered as a temporary transfer for those within the ACT Public Service for a period of 6 months, with a possibility of extension.

This role is a crucial link in our Visitor Engagement and Interpretation team and manages the visitor services operations and front-of-house staff at Lanyon Homestead, Mugga Mugga Cottage and Calthorpes House. The Visitor and Commercial Services Supervisor will ensure exceptional customer service through our tours, learning and public programs, marketing, and commercial operations. This position also manages venue hire, weddings and functions, retail, and hospitality. Central to the role is digital communication with our audiences and visitors. This is an exceptional opportunity to gain experience in a cultural institution and to build upon your management and leadership skills.

Note: This is a temporary position available for a period of six months. This position is available to ACT Government officers and employees only.

How to Apply: Provide a two-page pitch telling us what you would bring to our team addressing the selection criteria in the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

Applications should be submitted to the Contact Officer.

Contact Officer: Amy Jarvis 6237 6506 amy.jarvis@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

School Performance and Improvement

Belconnen

UC Senior Secondary College Lake Ginninderra

Youth Support Worker

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 49165)

Gazetted: 15 March 2023

Closing Date: 29 March 2023

Details: The University of Canberra Senior Secondary College, Lake Ginninderra is a Year 11 and 12 College situated centrally in Belconnen. The school has approximately 700 students and 80 staff. The College site includes a Registered Training Organisation (RTO) for the Belconnen Network, the North side Hub of the Academy of Futures Skills and is a UC Affiliated School. The College has strong links with multiple stakeholders including feeder schools and community groups and is future focussed. The Values are to Connect, Innovate and Impact.

We are seeking an experienced and motivated Youth Worker to join our vibrant team. The successful applicant will develop, implement, and manage a range of programs within the school and wider community with minimal direction. The applicant will demonstrate effective communication and will have the ability to build relationships with stakeholders and external agencies. We are seeking a person who supports students to develop their social and emotional learning skills by providing a range of small group programs and one to one support.

This position requires someone with high levels of initiative and a proven ability to work as part of a team, with minimal supervision. The successful applicant will work with the Business Manager and Executive Teacher student engagement.

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

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

HIGHLY DESIRABLE

Certificate IV or Tertiary qualification in Youth Work or a related field.

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

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

How to Apply: Please submit a current curriculum vitae and response to the Selection Criteria (maximum two pages) with two referee reports

Applications should be submitted via the Apply Now button below.

Contact Officer: Sumana Sen (02) 6142 0222 Sumana.Sen@ed.act.edu.au

School Improvement

Belconnen

UC SSC Lake Ginninderra

Executive Teacher – STEM / Quality Assurance and Affiliated Schools

School Leader C \$132,293, Canberra (PN: 16157)

Gazetted: 15 March 2023

Closing Date: 3 April 2023

Details: UCSSC Lake Ginninderra is a Senior Secondary College situated centrally in Belconnen. The college is a UC Affiliated School, hosts the Academy of Future Skills and is a registered training organisation (RTO).

The College seeks a dynamic educational leader who will advance school improvement in key national school improvement tool domains, specifically an explicit improvement agenda and a culture that promotes learning. Working collaboratively the school leader will lead and manage student academic programs for the STEM subject area, whole school quality assurance processes and Affiliated Schools programs.

Eligibility/Other Requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

Applicants are strongly encouraged to engage with the Contact Officer or the Principal before applying.

Application should be submitted via the Apply Now button below.

Contact Officer: Gerard Barrett (02) 6142 0222 gerard.barrett@ed.act.edu.au

School Improvement

Belconnen

UCSSC Lake Ginninderra

Deputy Principal UCSSC Lake Ginninderra

School Leader B \$154,033, Canberra (PN: 04193)

Gazetted: 15 March 2023

Closing Date: 3 April 2023

Details: UCSSC Lake Ginninderra is a Senior Secondary College situated centrally in Belconnen ACT. The College is a UC Affiliated School, a registered RTO Belconnen Training, and the site includes the Academy of Future Skills.

The College seeks a dynamic, experienced educational leader who will advance ongoing school improvement in the key domains, specifically an explicit improvement agenda and a culture that promotes learning.

As a key member of the senior leadership team, they will lead and implement whole school strategic goals, manage whole school operations and processes in line with teaching, learning and assessment and ACT BSSS requirements and the School Improvement Plan and Action Plans.

Eligibility/Other Requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

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.

Applicants may be assessed on application and referee alone.

Application should be submitted via the Apply Now button below.

Contact Officer: Melissa Planten (02) 6142 0222 Melissa.Planten@ed.act.edu.au

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

School Improvement

Belconnen Network

Macquarie Primary School

Business Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 36389)

Gazetted: 15 March 2023

Closing Date: 22 March 2023

Details: Applications are sought for a highly experienced officer for the position of Business Manager. The successful applicant will manage the business aspects of a dynamic educational environment with high level responsibility for human resource, finance, risk, building and grounds and Directorate compliance management.

High level knowledge and skills in management, systems design and implementation is essential, along with communication skills to ensure outstanding service delivery.

The Business Manager is required to work in close partnership with the principal to ensure the needs of the school community and system requirements are met. The successful applicant will be a member of the executive team. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, financial returns and data compilation and analysis.

The Business Manager has responsibility for supervising and developing administrative and education support officers and the building services officers.

Desirable:

Certificate IV or equivalent e.g. Business Administration (Education), Government (School Support Services), Financial Services

Knowledge of School operations

A high understanding of financial and HR management, a range computer systems, including accounting packages, i.e. MAZE and an understanding of the school environment

First Aid qualification, or willingness to undertake appropriate training.

Eligibility/Other Requirements: This position requires a Working with Vulnerable People (WWVP) registration. Asbestos Awareness Training is a requirement of this role and must be completed prior to or on commencement of this role.

Note: This is a temporary position available immediately for 12 months with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a curriculum vitae, a Statement of Claims addressing the Position's Capabilities (maximum of two pages), and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ann Walker (02) 6142 1550 Ann.Walker@ed.act.edu.au

North Gungahlin

Franklin School

School Leader C

School Leader C \$132,293, Canberra (PN: 46837)

Gazetted: 15 March 2023

Closing Date: 22 March 2023

Details: Franklin School is seeking a dynamic and innovative School Leader C. The successful applicant will lead and develop effective teaching and learning teams through collaborative Professional Learning Communities. The School Leader C will lead teams to place students at the centre when analysing multiple sources of evidence, in particular, a Spiral of Inquiry to improve student learning and wellbeing outcomes. The successful applicant will work within the leadership team to support the principal in leading the implementation of the school's Improvement Plan. The School Leader C at Franklin School will contribute to the further development of teaching excellence through a multi-faceted approach including targeted coaching and mentoring, feedback and effective supervision to implement highly effective pedagogy and practice. The successful applicant will be responsible for: Working within the leadership team to implement high quality, teaching and learning practices that are focussed on improving student learning outcomes across the curriculum

Leading Professional Learning Teams to analyse and respond to data using high impact teaching strategies

Creating strong communities for learning, by partnering with families and external stakeholders, including the onsite childcare facilitator Anglicare to support effective transitions in and out of the school

Strengthening inclusion, student agency and wellbeing.

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 sent to jobs@act.gov.au by the due date.

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: Kylie Moller (02)614 21110 Kylie.Moller@ed.act.edu.au

Business Services

Infrastructure and Capital Works

Repairs and Maintenance (RandM)

Network Project Officer**Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 44152)**

Gazetted: 10 March 2023

Closing Date: 24 March 2023

Details: The Education Directorate delivers high quality education services through government schools, registers non-government schools and administers vocational education and training in the ACT. Within the Directorate Infrastructure and Capital Works Branch (ICW) is responsible for the overall management of public school buildings and infrastructure and the Directorate's corporate office facilities and infrastructure. The Schools Maintenance (RandM) unit within ICW manages the repairs and maintenance of ACT Government school buildings and facilities including:

General repairs and maintenance in schools.

Hazardous materials removal and school hazardous materials management plans.

Fire, emergency lighting and security systems.

Tree safety assessments.

Lifts and automatic doors.

School insurance claims.

Maintenance of Heating, Ventilation and Air Conditioning (HVAC) systems in all schools.

Preschool grounds maintenance including replenishment of preschool soft fall areas and sandpits. Auditing and maintenance programs.

RandM are looking to engage a Network Officer to manage the repairs and maintenance of public education facilities within the ACT. Should you wish to discuss the role please contact the contact officer.

Eligibility/Other Requirements:**MANDATORY 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.

HIGHLY DESIRABLE

Current Drivers Licence

Possession of a white card or willingness to complete the required training.

Asbestos awareness training certificate or willingness to complete the required training.

Crystalline silica awareness training certificate or willingness to complete the required training.

Working with Vulnerable People (Background Check) or willingness to complete the required training.

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. Selection may be based on application and referee reports only. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply:

Applicants to provide written responses that address the numbered Selection Criteria located in the Position Description. Limit responses to 250-300 words (max) per criteria.

Also attach a current curriculum vitae; and

List of referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona Kidman (04) 3596 8933 Fiona.Kidman@act.gov.au

Service Design and Delivery**Student Engagement****School Attendance Team****Assistant Director, Student Movement Register Support for Families****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60502)**

Gazetted: 09 March 2023

Closing Date: 23 March 2023

Details: The Assistant Director Student Movement Register Support for Families position is based within the School Attendance Team. The School Attendance Team (SAT) is responsible for supporting the enrolment and attendance of children and young people of compulsory school age who are living in the ACT and are not enrolled

in any educational program, or who are enrolled but whose attendance is a concern and all in school attendance procedures and supports have been exhausted.

The Assistant Director, Student Movement Register Support for Families position supports the work of SAT and identifies students who have not re-enrolled in a school or educational program. The Assistant Director uses the new Student Movement Register and attendance records to identify families that may be experiencing some vulnerability. The Assistant Director uses an escalating set of contact methods and supports for families on the register based on a triaged risk-based approach to the vulnerabilities, to wherever possible, confirm an educational enrolment and student whereabouts. If a student remains unenrolled, the Assistant Director ensures parents/carers are appropriately supported to enrol in the available education environment that best suits their student. The Assistant Director works with the Education Directorate's School Attendance Team, social workers, schools (government and non-government), and the Child and Youth Protection Service, to make sure students remain engaged in education. If a student remains unenrolled, The Assistant Director role is also responsible for maintaining the policy and procedures related to the Student Movement Register and supporting all ACT schools to provide data to the register.

Eligibility/Other Requirements:

Job 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)

Highly Desirable

Previous experience in human services fields

Current drivers licence.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. It is strongly recommended that interested applicants email the contact person prior to applying.

How to Apply: Please submit a response to the Selection Criteria (maximum three pages), a current Curriculum Vitae/Resume and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Klose (04) 6856 0058 Vanessa.Klose@ed.act.edu.au

School performance and improvement

Belconnen Network

Hawker College

Library and staffing assistant

School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 57622)

Gazetted: 10 March 2023

Closing Date: 24 March 2023

Details: Hawker College is a senior secondary school in Belconnen, with an enrolment of 645 students, committed to learning and wellbeing progress for every student. We have high expectations for engagement and participation, academic performance and behaviour. To ensure that students reach their full potential, we provide extensive services that support wellbeing, study skills, employment capabilities and career planning.

The school priorities are: All students master the essential skills and knowledge of their learning program Successful transitions and pathways for all students. The Library Assistant/Staffing Officer will provide a high standard of administrative assistance and support to the school. The position supports staff and students as an assistant in the library and by managing human resources processes. Working independently, as a member of the administrative team and in collaboration with teachers, this position is under the supervision of the college Business Manager.

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

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

How to Apply: Applicants are to address the Selection Criteria, no more than four pages, located in the Position Description and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

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

School Performance and Improvement**Tuggeranong School Network****Lanyon High School****Learning Support Assistant****School Assistant 2/3 \$51,548 - \$62,857, Canberra (PN: 46737, several)**

Gazetted: 09 March 2023

Closing Date: 23 March 2023

Details: Lanyon High School caters to students from years 7 – 10 in the southern suburbs of Tuggeranong with around 500 students in 2023. We are a growing school with a diverse range of students, we have strong relationships with the community and our feeder primary schools.

We are seeking applications for multiple School Assistants to work across multiple classrooms assisting students with their learning.

The successful candidate will be working in a team environment with both teaching staff and administrative staff, have excellent communication skills and have the ability to work well in a team or independently.

The candidate will work closely with the Executive Teacher and Disability Education and classroom teachers, must be proactive, work well under pressure and demonstrate the ability to contribute in an everchanging environment.

The successful candidate will work with specific students on a range of curriculum based activities directed by the classroom teacher.

Eligibility/Other requirements:**MANDATORY**

Must have current ACT Working With Vulnerable People (WWVP) Registration.

HIGHLY DESIRABLE

Certificate IV in Education Support or the willingness to undertake appropriate training.

DESIRABLE

First Aid qualifications or the willingness to obtain.

Willingness to undertake HAAS program training in relation to health care procedures/tasks

Certificate III or equivalent e.g Disability, Early Childhood Education and Care, Education Support, School Support Services.

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

How to Apply:

Please submit your response of no more than two pages addressing the Selection Criteria as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date. Please provide evidence of your suitability for the role including examples that clearly demonstrate your relevant Professional/Technical Skills, Knowledge and Behavioural Capabilities. Applicants are strongly encouraged to contact the contact officer for further information regarding this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashley Howes (02) 6142 1800 Ashley.Howes@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Executive Group Manager, Statutory Planning**Temporary Vacancy****Environment, Planning and Sustainable Development****Statutory Planning****Position: E700****(Remuneration equivalent to Executive Level 2.2)**

Circulated to: ACTPS Senior Executive List

Date circulated: 15 March 2023

The Executive Group Manager, Statutory Planning is responsible for the delivery of the development assessment and lease administration functions for the Territory. The position also provides oversight to the Office of the

Surveyor General and Land Information and reports to, and works closely with, the Deputy Director-General, Planning and Sustainable Development.

The successful applicant will have exceptional judgement, risk engagement, the ability to quickly grasp complex concepts and a determined focus on finding great solutions for the Canberra community. An understanding of territory planning, development decision-making processes, and land management will be beneficial.

The Executive Group Manager, Statutory Planning is a crucial Senior Executive Role within the Directorate and illustrates leadership and executive management skills, coupled with the ability to support the culture and direction of the Statutory Planning Division and broader Directorate.

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

Remuneration: The position attracts a remuneration package ranging from **\$304,403** to **\$316,587** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$270,765**.

To apply: Applicants should submit a pitch of no more than one page identifying how you can fulfil the role requirements and your successful achievements against the core requirements and Executive Capabilities. When submitting your pitch, please also include a copy of a current curriculum vitae, and the name and contact details for two referees, one being your current manager. Applications should be sent to Ashleigh.Francis@act.gov.au **By COB Wednesday 22 March 2023**. More information can be found at

<https://www.jobs.act.gov.au/jobs/environment-and-planning/temporary/e700>

Contact Officer: George Cilliers (02) 6207 6804 George.Cilliers@act.gov.au

Corporate Service and Operations

Finance, Information and Assets

Finance Business Partners

Assistant Director, Finance Business Partners

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 03048)

Gazetted: 15 March 2023

Closing Date: 29 March 2023

Details: Strategic Finance supports the Directorate through the provision of a financial framework supported by financial reporting, accounting operations, and coordination and or input into the annual budget and estimates functions. The Finance, Information and Assets team undertake, but not limited to, the following:

Provision of strategic and operational financial support and advice

Development and allocation of internal and external budgets (including coordination of the Directorate's input into development of the ACT Government's annual budget papers)

Preparation of financial performance reports for management and other key stakeholders

Accounting for the Directorate's assets including coordination of the annual asset revaluation program

Accounts receivable and accounts payable processing

Development and maintenance of financial management information systems and processes; and

Preparation of the Directorate's annual financial statements.

Strategic Finance, Finance Business Partners, provide Directorate managers and executive members with accurate and timely financial analysis, forecasting, reporting and budgeting information through quality financial management advice and support. This position will be responsible for the successful delivery of financial outcomes and compliant financial operations. This will include budget, resource and stakeholder management as well as overall strategic financial planning across sections of Environmental Planning and Sustainable Development Directorate (EPSDD).

To be successful in this role you will have a high level of attention to detail, including proficient spreadsheet and analysis skills, sound communication skills, including the ability to resolve problems by enlisting resources, policies and technical financial support and the ability to manage deadlines and coordinate a variety of tasks.

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 diversity, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/other requirements:

Tertiary qualifications in Accounting or related field and CA/CPA qualification or progress toward same is highly desirable.

Experience working with TM1 and Oracle financial management information systems is also highly desirable.

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

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position may combine working from home and working in an office. The office is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills. Selection may be based on written application and referee reports only.

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

Contact Officer: Vincent Fernandes 0402114984 Vincent.Fernandes@act.gov.au

Environment

ACT Parks and Conservation Service

Operations Coordination and Planning

Senior Director – Operations Coordination and Planning

Senior Officer Grade A \$157,201, Canberra (PN: 60686)

Gazetted: 14 March 2023

Closing Date: 28 March 2023

Details: The Parks and Conservation Service (PCS) is looking for a dynamic and innovative leader for the newly created Planning and Operations Coordination team. This team supports an integrated “One Parks Service” approach across a diverse and distributed workforce responsible for management of over 70% of land in the ACT. The Planning and Operations Coordination team works with all areas of PCS and with the broader Division and Directorate to enable and support operational service delivery. It encompasses key functions including reserve management planning, planning and delivery of capital and upgrade works, management of key spatial information systems, coordination of key governance and administration functions, streamlining engagement with the corporate support services of the Directorate and coordination of land custodian input to planning and other statutory matters.

Reporting directly to the Executive Branch Manager, this is a newly created leadership role with scope to shape and refine the team structure, lead a positive and collaborative workplace culture and set priorities. The role is a key member of the PCS Senior Management Team and will be required to contribute to whole of PCS strategic and operational planning and problem solving.

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:

Possess and maintain a current driver’s licence.

Highly Desirable:

Relevant degree level qualifications and extensive experience in, business management, project management or other relevant fields are highly desirable.

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

How to apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephen Alegria 0429 995 173 Stephen.Alegria@act.gov.au

Suburban Land Agency

Built Form and Divestment

Housing Choice

Director, Housing Choice

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 53056, several)

Gazetted: 10 March 2023

Closing Date: 22 March 2023

Details: Passionate about housing choice and affordability? Interested in delivering housing opportunities for the Canberra community?

We are looking for enthusiastic and organised people to join us in the Suburban Land Agency's Housing Choice team. You will be responsible for working with a small group of passionate colleagues to research, design and implement housing choice initiatives. We are looking for candidates who can be flexible and adapt to changing priorities, with high quality written and oral communication skills. You should be able to manage multiple streams of work, supervise a small team, as well as work with colleagues across our organisation and external stakeholders. You should have knowledge of housing markets and housing affordability, preferably in the ACT, with a background in housing policy or programs. This is an exciting opportunity to work in a dynamic environment and deliver housing solutions that make a real difference to the lives of Canberrans.

Please review the attached position description for details of the duties and responsibilities for these roles.

Note: There are two fulltime temporary positions available.

Temporary fulltime position available from 3 April 2023 to the 25 August 2023.

Temporary fulltime position available immediately for eight months with possibility of extension and/or permanency.

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

How to apply: A response of no more than two pages addressing the skills, knowledge and behavioural capabilities outlined in the attached position description, that tells the Selection Committee how your skills and experience give you the capacity to perform this role and why you are the best person for the job

A current Curriculum Vitae including details of your work history and contact details of at least two referees.

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

Contact Officer: Oliver Hough (02) 6207 6618 Oliver.Hough@act.gov.au

Statutory Planning

Executive Group Manager, Statutory Planning

Executive Level 2.2 \$304,403 - \$316,587 depending on current superannuation arrangements, Canberra (PN: E700)

Gazetted: 15 March 2023

Closing Date: 22 March 2023

Details: The Executive Group Manager, Statutory Planning is responsible for the delivery of the development assessment and lease administration functions for the Territory. The position also provides oversight to the Office of the Surveyor General and Land Information and reports to, and works closely with, the Deputy Director-General, Planning and Sustainable Development.

The successful applicant will have exceptional judgement, risk engagement, the ability to quickly grasp complex concepts and a determined focus on finding great solutions for the Canberra community. An understanding of territory planning, development decision-making processes, and land management will be beneficial.

The Executive Group Manager, Statutory Planning is a crucial Senior Executive Role within the Directorate and illustrates leadership and executive management skills, coupled with the ability to support the culture and direction of the Statutory Planning Division and broader Directorate.

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 placed on a short-term contract for five weeks. Prospective applicants can seek further detail of the position through the contact officer.

How to Apply: This vacancy is open to ACTPS employees only. Applicants should submit a pitch of no more than one page, identifying how you can fulfil the role requirements and your successful achievements against the core requirements and Executive Capabilities. When submitting your pitch, please also include a copy of a current curriculum vitae, and the name and contact details for two referees, one being your current manager.

Applications should be sent to Ashleigh.Francis@act.gov.au.

Contact Officer: George Cilliers (02) 6207 6804 George.Cilliers@act.gov.au

Note: This is a temporary position available

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

Emergency Services Agency**Assistant Commissioner Corporate****Workforce Planning Team****Workforce Support Officer****Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 48671)**

Gazetted: 15 March 2023

Closing Date: 29 March 2023

Details: Are you customer focused, comfortable corresponding by phone, SMS or email with employees to resolve complex human resource and rostering issues? Would you like to work with a team that provides direct support to a front-line operational workforce which makes a difference to the lives of ACT residents?

The Emergency Services Agency (ESA) Workforce Coordination team is looking for a skilled human resource and rostering specialist to support our operational Services manage and coordinate their workforces. The successful applicant will play a key role in coordinating and managing complex workforce rostering requirements and undertaking system action related to remuneration and benefits. This role has direct interactions with an Operational Management team to ensure appropriate staffing of operational rosters management of leave applications or change the location of work (Station changes) to ensure we are able to meet community expectations.

The successful applicant will possess excellent organisational, interpersonal and communication skills and will be self-motivated, demonstrate professional resilience and be an effective team member. While the operational employees work 24/7, this role (P48671) is day work, office hours only (with flex time or overtime if/when appropriate).

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

Eligibility/Other Requirements:

Experience in rostering with computer-based programs such as UKG KRONOS will be highly regarded.

This position requires a Working with Vulnerable People Check.

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities of the role, as described in the position description, together with your Curriculum Vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deirdre MacDonnell (02) 6207 9987 Deirdre.MacDonnell@act.gov.au

Emergency Service Agency**Finance****Senior Finance Officer****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40487, several)**

Gazetted: 15 March 2023

Closing Date: 3 April 2023

Details: The Emergency Services Agency (ESA) is responsible for emergency management and related support arrangements in the Territory. The Agency's four operational services are ACT Ambulance Service, ACT Fire and Rescue Service, ACT Rural Fire Service and ACT State Emergency Service. The Agency's supporting branches are ESA Corporate Services and ESA Operational Services

The Finance Branch is responsible for the provision of financial management, advice and support services across the ESA to support operations, and to provide operational assistance where an Incident Management Team (IMT) is established.

It undertakes day-to-day financial management activities such as financial reporting, budget development and management, costing and pricing, business analysis, internal assurance, accounts payable and receivable management as well as providing advice on strategic matters.

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

Eligibility/Other Requirements:

The successful applicants will be required to:

Deliver financial support services, including liaising with external stakeholders and provide high-level specialist advice to the Senior Director and the Executive Team across the agency on a diverse range of financial issues.

Contribute to the financial management of activities, including reporting, analysis, reconciliations and budgeting within the team relating to four operational services and two enabling services.

Provide briefings and advice to the Executives and Managers on financial and budget related issues, including the coordination of Executive Leadership Committee Reporting.

Support the identification and implementation of business processes improvements.

Manage consultation and high-level negotiations, liaison and coordination across the Directorate and with other government agencies.

Contribute to the management and planning activities of the Finance Branch and ensure the Branch is meeting a wide range of Governance requirements.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two (2) page addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description. A current curriculum vitae including the details of two referees should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robyn White (02) 6207 5279 Robyn.White@act.gov.au

ACT Courts and Tribunal

Corporate and Strategic Services

Governance

Assistant Director, Risk and Compliance

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60742)

Gazetted: 15 March 2023

Closing Date: 3 April 2023

Details: POSITION OVERVIEW:

The Assistant Director, Risk and Compliance is responsible for the management and oversight of ACT Courts and Tribunal risk, audit and compliance, and work, health and safety (WHS) frameworks. The Assistant Director, Risk and Compliance, in collaboration with the Directorate's WHS and Wellbeing Team, provides technical expertise to ensure the safety and wellbeing of the organisation's employees, visitors, clients and contractors at all workplaces. They will provide high level strategic advice to ACT Courts and Tribunal Executives, and prepare and coordinate high level briefing papers, correspondence and reports in relation to risk, audit and WHS matters.

BRANCH OVERVIEW:

The Corporate Services and Strategy Branch is responsible for delivering a range of corporate and strategic services that support the operations of the Supreme Court, Magistrates Court and ACT Civil and Administrative Tribunal (ACAT).

The Assistant Director, Risk and Compliance will be part of the Governance team. The Governance team provides strategic business support across ACT Courts and Tribunal in the areas of governance, human resources, risk and work health and safety, communications, complaints, and annual reporting. The team provides coordination and management of matters relating to Government and Assembly business and contributes to the development of strategic policy initiatives.

BUSINESS UNIT OVERVIEW:

ACT Courts and Tribunal (ACTCT) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high-quality services to those using the courts and tribunal. It provides

the Supreme Court, Magistrates Court and ACAT with registry, court support, forensic, corporate and strategic services.

ACTCT is led by the Principal Registrar and Chief Executive Officer, appointed under the *Court Procedures Act 2004* and has the following business areas:

Executive

Registrar's Office (Supreme Court) includes Registry Operations and the Sheriff's Office

Registrar's Office (Magistrates Court)

Registrar's Office (ACAT) includes ACAT Administration

Corporate Services and Strategy.

NOTE: The nature of the organisation is such that staff may be exposed to sensitive material or information that may be confronting and culturally sensitive. ACTCT provides support services and training to assist staff in being culturally aware, resilient and safe in the workplace.

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

Eligibility/ Other Requirements

Relevant qualifications and technical expertise, or experience working within a risk and compliance and WHS role are preferred.

Current driver's licence.

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

How to apply: Applicants are asked to provide a written response no more than two pages addressing the Professional Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description. Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Everest (02) 6205 9225 Rebecca.Everest@Courts.act.gov.au

Emergency Service Agency

Finance

Assistant Director, Strategic Planning and Support

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45751)

Gazetted: 15 March 2023

Closing Date: 3 April 2023

Details: The Emergency Services Agency (ESA) is responsible for emergency management and related support arrangements in the Territory. The Agency's four operational services are ACT Ambulance Service, ACT Fire and Rescue Service, ACT Rural Fire Service and ACT State Emergency Service. The Agency's supporting branches are People, Culture and Training, Risk and Planning, Capability, Coordination and Support, and Finance.

The Finance Branch is responsible for the provision of financial management, advice and support services across the ESA to support operations, and to provide operational assistance where an Incident Management Team (IMT) is established. It undertakes day-to-day financial management activities such as financial reporting, budget development and management, costing and pricing, business analysis, internal assurance, accounts payable and receivable management as well as providing advice on strategic matters.

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

Eligibility/Other Requirements:

The successful applicants will be required to:

Deliver strategic financial, procurement and budgeting support services, including liaising with external stakeholders and provide high-level specialist advice to the Senior Director and the Executive Team across the agency on a diverse range of financial issues.

Contribute to the identification and delivery of initiatives that improve financial management processes and provide significant support to the team during the transformational change processes.

Manage consultation and high-level negotiations, liaison and coordination across the Directorate and with other government agencies.

Manage the development of strategic and procedural advice on directorate and government issues on request and in consultation with relevant areas.

Coordinate and develop high-level business case submissions, reports and correspondence.

Liaise with business units, other ACTPS directorates and external stakeholders on behalf of the business unit.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two (2) page addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description. A current curriculum vitae including the details of two referees should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robyn White (02) 6207 5279 Robyn.White@act.gov.au

ACT Government Solicitor

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 50992, several)

Gazetted: 14 March 2023

Closing Date: 31 March 2023

Details: This position provides high level executive support to a member of the ACTGS Executive Team. To be successful in the role, the Executive Assistant is required to exercise a considerable degree of independence and sound judgement. The Executive Assistant is also required to deal with sensitive issues and have the capacity to continuously prioritise matters.

The Executive Assistant liaises with stakeholders at all levels within the ACTGS and the ACT Government and must maintain a high level of confidentiality and discretion, respond quickly to business needs, and adhere to tight timeframes.

Competitive candidates will demonstrate excellent organisational and interpersonal skills, the ability to provide excellent support to executives and work flexibly within a team environment. If you possess these skills and exhibit strong attention to detail, as well good judgement in a variety of situations you should consider this role.

Eligibility/Other Requirements:

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

The successful applicant must be available to commence in their new role within six weeks of acceptance of offer.

Notes: An order of merit may be established for the purposes of recruiting similar positions in the future.

Applicants may be selected on application only.

How to Apply: Applications are to include a current curriculum vitae and pitch demonstrating their ability and experience to perform the role, including the professional/technical skills and knowledge and the behavioural capabilities. The pitch is not to exceed two pages and the professional/technical skills and knowledge, and the behavioural capabilities can be found in the Position Description at www.jobs.act.gov.au

The details of two referees that can be contacted are also required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyndal Bennett (02) 6207 0666 actgshr@act.gov.au

ACT Courts and Tribunal

ACT Civil and Administrative Tribunal

ACAT (Energy and Water)

Energy and Water Division Team Leader, ACAT (Energy and Water)

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 42756)

Gazetted: 10 March 2023

Closing Date: 5 April 2023

Details: Would you like to use your people skills to lead a small team that assists Canberrans experiencing issues with energy and water utilities? Do you thrive in a fast-paced team environment, with an internal drive to provide outstanding client experiences?

The ACT Civil and Administrative Tribunal (ACAT) is seeking a dedicated, resilient, and enthusiastic person to perform the role of Team Leader, ACAT (Energy and Water). We are seeking someone with excellent people skills no matter who you are dealing with, a love for mentoring others to be their best, and a desire to continuously improve client service delivery.

The role will see you responsible for delivering high quality client focused registry services for ACAT's energy and water division. The role is diverse, and one enquiry could see you assisting someone having financial difficulties, with the next involving a consumer in the middle of complex complaint with their utility. You will need to be comfortable having difficult conversations, while possessing the ability to develop and maintain important partnerships and working relationships.

Together with the Assistant Director, you will provide leadership in a small team, oversee data and information management, assist in the development and management of a new case management system, and seek to continuously improve procedures to make things work better. If this sounds like the job for you, we want to hear from you!

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

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. While an understanding of the Australian legal system may be useful, this is not a legal position.

How to Apply: Applicants should provide a:

Curriculum vitae

Details of two referees (one of which must be your current supervisor/manager); and

A personal pitch (the pitch is to be a maximum of two pages). In your personal pitch, please explain why you are the best person for the job and how you meet the Professional / Technical Skills and Knowledge, and Behavioural Capabilities; outlined in the "What you require" section of the Position Description. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Laundess (02) 6207 5770 Daniel.Laundess@act.gov.au

ACT Courts and Tribunal

Corporate Services and Strategy

Corporate Information Systems

Assistant Director, Analytics and Insights

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 54131)

Gazetted: 09 March 2023

Closing Date: 28 March 2023

Details: Join us on a unique and ambitious data, analytics, and insights journey at ACT Courts and Tribunal and be rewarded with plenty of opportunities to grow and succeed while enjoying flexible working arrangements.

The Corporate Services and Strategy Branch within the ACT Courts and Tribunal (ACTCT) is responsible for delivering a range of corporate and strategic services that support the operations of the ACT Supreme Court, the ACT Magistrates Court, and ACT Civil and Administrative Tribunal (ACAT), including services relevant to data, reporting, analytics, and insights.

The Assistant Director, Analytics and Insights is pivotal in managing and advancing ACTCT's analytics and insights solutions and capabilities and ensuring analytics and insights requirements are fulfilled in a timely and efficient manner. The position will also take an active role in leading and managing data and analytics projects, which involves working with sophisticated datasets, building analytics, discovering actionable insights, and engaging stakeholders in understanding the results as well as data and analytics in general.

The Assistant Director, Analytics and Insights will have the following skills and experience:

Customer-focused, with a strong track record of working with both business clients and technical teams to deliver analytics and insights solutions that align highly with business needs.

Demonstrated experience in working with data and building analytics and insights solutions using a variety of professional tools.

Excellent attention to details and data quality, and demonstrated experience in data discovery and data-related business and technical analysis

Strong communication, negotiation and relationship-building skills

Eligibility/Other Requirements:

Relevant tertiary qualifications in data and analytics, business information systems, IT or related fields are highly desirable.

End-to-end data and analytics experience using IBM Cognos, Power BI, and data modelling tools is highly desirable.

Police checks may be conducted.

Notes: This is a temporary position available until 18 September 2023 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply:

Your up-to-date curriculum vitae (max three pages)

A two-page pitch which outlines your ability and experience to perform the role, this includes the Professional/Technical Skills and Knowledge and Behavioural Capabilities which can be found in the Position Description.

The contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Zhong Zheng (02) 6207 1427 Zhong.Zheng@Courts.act.gov.au

Registrar's Office (Magistrates Court)

ACT Courts and Tribunal

Conferencing Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59591)

Gazetted: 09 March 2023

Closing Date: 23 March 2023

Details: The ACT Magistrates Court is seeking part-time conferencing officers to conduct a shuttle-based conference known as preliminary conference in family violence, personal violence and workplace protection proceedings. The object of the conference is to facilitate settlement of proceedings by consent of the parties or alternatively to ensure that the application for a final protection order is ready for hearing as soon as practicable. Conferencing officers manage a busy daily list of conferences by working cooperatively as a team, together with administrative staff from the FPVU and Directors and Senior Directors of the FPVU.

The role of the conferencing officer role includes explaining and providing guidance on the conference process, and if required, connecting a party with support agencies co-located in the court such as Legal Aid ACT or the Domestic Violence Crisis Service as appropriate. It may also require the facilitation of other assistance services such as interpreters or the ACT Public Advocate. It may require facilitation of referrals to external mediation services in compliance with relevant rules and legislation.

Accurate recording of any agreement reached by the parties in the conference using the Court's electronic case management system and file management procedures is essential. The role has limited delegations as a Deputy Registrar of the Court and authorisation under the *Court Procedures Rules 2006* for the exercise of some statutory powers including the making of consent orders.

Note Conferencing officers are employed on a part-time basis on a roster. Conferencing officers ordinarily work between 9:00 am and 1 pm Monday to Friday excluding Public Holidays. Conferences are conducted in person at the ACT Magistrates Court. The conferencing officer positions will be offered on a part-time basis commencing as soon as practicable. The full-time salary will be paid pro-rata.

How to Apply Please provide a two-page application addressing the skills, capabilities and the job specific criteria, along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Munk (02) 6207 6566 Rebecca.Munk@Courts.act.gov.au

Registrar's Office (Magistrates Court)

ACT Courts and Tribunal

Conferencing Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: C09706)

Gazetted: 09 March 2023

Closing Date: 23 March 2023

Details: The ACT Magistrates Court is seeking casual conferencing officers to conduct a shuttle-based conference known as preliminary conference in family violence, personal violence and workplace protection proceedings. The object of the conference is to facilitate settlement of proceedings by consent of the parties or alternatively to ensure that the application for a final protection order is ready for hearing as soon as practicable. Conferencing officers manage a busy daily list of conferences by working cooperatively as a team, together with administrative staff from the FPVU and Directors and Senior Directors of the FPVU.

The role of the conferencing officer role includes explaining and providing guidance on the conference process, and if required, connecting a party with support agencies co-located in the court such as Legal Aid ACT or the Domestic Violence Crisis Service as appropriate. It may also require the facilitation of other assistance services such as interpreters or the ACT Public Advocate. It may require facilitation of referrals to external mediation services in compliance with relevant rules and legislation.

Accurate recording of any agreement reached by the parties in the conference using the Court's electronic case management system and file management procedures is essential. The role has limited delegations as a Deputy Registrar of the Court and authorisation under the *Court Procedures Rules 2006* for the exercise of some statutory powers including the making of consent orders.

Note Conferencing officers are employed on a casual basis on a roster. Conferencing officers ordinarily work between 9:00 am and 1 pm Monday to Friday excluding Public Holidays. Conferences are conducted in person at the ACT Magistrates Court. The conferencing officer positions will be offered on a casual basis commencing as soon as practicable. The full-time salary will be paid pro-rata. Selection may be based on application and referee reports only.

How to Apply: Please provide a two-page application addressing the skills, capabilities and the job specific criteria, along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Munk (02) 6207 6566 Rebecca.Munk@Courts.act.gov.au

Legislation, Policy and Programs

Civil Law Branch

Senior Legal Policy Officer

Legal Officer Grade 1 \$142,352, Canberra (PN: 42775)

Gazetted: 09 March 2023

Closing Date: 16 March 2023

Details: Legislation, Policy and Programs is seeking applications for an experienced Senior Legal Policy Officer, at the Legal 1.10 level. The successful applicant will provide leadership and manage an extensive work program, prepare high quality reports, briefs, submissions and correspondence for the Minister for Human Rights on the complex and technical legal policy issue of Voluntary Assisted Dying and develop and promote positive relationships with key stakeholders. The successful applicant will require excellent legal research and analytical skills, a detailed understanding of government processes and high order communication, stakeholder engagement, organisational and collaboration skills.

Eligibility/Other Requirements:

A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office.

Notes: This is a temporary position available for six months with the possibility of extension up to 12 months. The successful applicant may be selected based on application and referee reports only.

How to Apply: Interested applicants should submit a supporting statement (no more than one page) outlining practical experience and examples related to the role with reference to the professional and behavioural capabilities, a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Hosking (02) 6207 2619 Kim.Hosking@act.gov.au

Major Projects Canberra

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

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

Project Development and Support

Ministerial, Governance and Corporate Support

Governance

Assistant Director, Risk and Compliance

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46403)

Gazetted: 14 March 2023

Closing Date: 30 March 2023

Details: Major Projects Canberra (MPC) is seeking an Assistant Director of Risk and Compliance to lead our important risk functions across the directorate.

MPC was established to lead the procurement and delivery of the ACT Government's infrastructure program. Managing our risks and compliance activities is significant and integral to how we deliver our projects to the ACT community. That is why we are seeking someone with strong analytical skills and project management skills to lead our risk management processes.

The Assistant Director of Risk and Compliance is responsible for ensuring that MPC's risk management processes are effective in supporting MPC's business operations. The role also supports the Director of Compliance to implement MPC's compliance management frameworks and assurance exercises.

The role sits within the Project Development and Support Division in MPC, which is responsible for ensuring good governance, effective people management and implementation of modern ICT, communications and engagement activities.

Reporting up to the Senior Director, Governance the role will lead MPC's enterprise risk management assessments and processes. It will also facilitate meetings with the MPC Risk Officers Group to support the operation of MPC's Risk Management Framework and facilitate sharing of information to support risk management across the directorate.

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

Eligibility/Other Requirements:

Tertiary qualifications in public sector management, governance and/or risk would be well regarded.

Hold or be able to obtain a Negative Vetting Level 1 security clearance.

A certificate in safety management or compliance would be well regarded.

Expert level MS Word, Excel, PowerPoint and Outlook.

Notes: This is a temporary position available for up to six months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: Clare Guest (02) 6205 3534 Clare.Guest@act.gov.au

Suburban Land Agency

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

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

Suburban Land Agency

Program Solutions

Community Development and Engagement

Community Development and Event Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14877)

Gazetted: 14 March 2023

Closing Date: 31 March 2023

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

As part of a vibrant team, the responsibility of Community Development and Event Manager will be to develop and implement a range of initiatives as part of the 'Mingle' Community Development Program for the Suburban Land Agency.

The role requires the coordination of the program across multiple suburbs and includes community liaison, mentoring, facilitating stakeholder partnerships and event logistics. It also involves coordinating the marketing

activities of the program including resident communications, digital marketing, public relations opportunities and social media.

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

Eligibility/Other Requirements:

Qualifications in community development, marketing, or events.

Understanding of community development models such as Asset Based Community Development (ABCD).

Working with Vulnerable People Card and Driver's Licence.

This position will be required to regularly work after hours and on weekends and will often be required to wear a uniform.

Notes: This position is an expected temporary vacancy for up to six months with a possibility of extension and/or permanency. There is a requirement to occasionally work after hours and on weekends.

How to Apply: Expressions of interest are sought from potential candidates and should include a statement of no more than two pages outlining experience and/or ability against the selection criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mayumi Piper (02) 6205 3146 Mayumi.Piper@act.gov.au

Suburban Land Agency

Finance, Valuations and Systems

Valuations

Assistant Director, Valuations and Advisory Services

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 39372)

Gazetted: 10 March 2023

Closing Date: 24 March 2023

Details: The Assistant Director, Valuations and Advisory Services will operate with a degree of independence while providing support to the Suburban Land Agency (SLA) in support of achieving objectives.

Reporting to the Director, Valuations and Advisory Services the Assistant Directors responsibilities include:

Securing market advice, intelligence and facilitating the process for making recommendations when setting and reviewing market values for reserve pricing

The ability to navigate and interpret the ACT Territory plan, complex commercial sales contracts and Crown leases

Provide advice to internal stakeholders

Building effective relationships with internal and external stakeholders

Work in a small team to deliver high quality briefs, presentations and advice.

Provide brief information regarding the team

The **Valuations and Advisory Services** team is the central source of property valuations and market advice for the Agency. We are responsible for:

Procuring expert property valuations and advisory reports

Drafting comprehensive briefs

Recommending reserve sale prices

Procuring expert market advice

Providing valuation advice to project teams

Procuring revenue forecasting and taxation valuations

Providing detailed market analysis

Presenting economic data, property sector data and market analysis to staff and the executive

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

Eligibility/ Other Requirements

Tertiary qualifications and/or demonstrated experience in a related field such as: property valuation, land development and planning, commercial property or equivalent is highly desirable.

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

How to apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Davies (02) 6207 1235 Peter.Davies@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

**Executive Branch Manager, Development Coordination
Temporary Vacancy (ASAP – 10 April 2023 with possibility of extension)
Transport Canberra and City Services
City Services
Position: E866
(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 15 March 2023

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager, Development Coordination for the period 20 March 2023 to 10 April 2023 with possible extension. This process will also be used to develop an order of merit for the following twelve months to fill any vacancy in this role during this time.

The Executive Branch Manager provides contemporary leadership and plays a key role coordinating the directorate's role in planning and development, major infrastructure and minimising traffic impacts, traffic management and safety programs for schools and in informing the development of strategic and multi-modal transport planning including custodianship of the ACT's transport models.

This role leads against five distinct functions:

- Development assessment and provision of entity advice to the ACT Planning and Land Authority and National Capital Authority on traffic and transport, stormwater and Water Sensitive Urban Design, urban public trees and landscape management protection, waste and recycling management, off-site works requirements and resolving compliance against planning provisions to support development.
- Design review and asset acceptance for offsite works associated with private development.
- Major project interface and coordination including the directorate's involvement in light rail – project scope and performance requirements, design review and acceptance, traffic modelling validation, and asset handover.
- Coordination relating to parking (operational and policy), schools traffic management and safety and the ACT Disruption Taskforce.
- Strategic transport planning including development of multi-modal network plans, transport plans for town centres and Movement and Place frameworks and resources.

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

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

To apply: Interested candidates are requested to submit an application of no more than one page, as well as a current curriculum vitae and the name and contact details of two referees to Geoff Davidson via email, geoffrey.davidson@act.gov.au by COB Wednesday 22 March 2023.

Contact Officer: Geoff Davidson (02) 6205 9799 geoffrey.davidson@act.gov.au

**Office of the Director-General
Communications and Engagement
Senior Director, Communications and Engagement
Senior Officer Grade A \$157,201, Canberra (PN: 45612)**

Gazetted: 15 March 2023

Closing Date: 22 March 2023

Details: Do you enjoy working on multiple projects which contribute to the day to day lives of Canberrans? Do you thrive in a fast-paced, dynamic environment which brings challenges every day?

An opportunity exists to lead the Transport stream of Transport Canberra and City Services' Communications team.

The successful candidate will have excellent leadership skills and an ability manage a range of internal and external stakeholders. The role involves a combination of marketing, provision of public transport passenger information, community engagement, social media, issues management and media liaison.

The position plays a key role in the delivery of public transport and road safety campaigns.

Eligibility/Other requirements: Relevant tertiary qualifications and significant experience managing communications and engagement teams, particularly in the public transport sector, will be highly desirable.

The successful applicant will need to be available for occasional weekend and after-hours work, with access to recovery leave. The ability to work flexibly with some out of hours work is required.

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

How to Apply: Please submit a one to two-page application providing examples demonstrating your suitability against the selection criteria and behavioural capabilities outlined in the position description. Please provide a current Curriculum Vitae including two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Renee Riley (02) 6207 5743 Renee.Riley@act.gov.au

Chief Operating Officer Group

Safety and Wellbeing

Assistant Director Safety and Wellbeing

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 31926)

Gazetted: 14 March 2023

Closing Date: 7 April 2023

Details: Are you a leader in workplace health and safety and looking for a new challenge with a diverse workplace that delivers transport services for the ACT community?

We are seeking an Assistant Director Work Health and Safety (WHS) to drive the implementation and continuous improvement of Transport Canberra's WHS systems and practice. You will be part of the Transport Canberra and City Services (TCCS) Safety and Wellbeing Branch and be responsible for the delivery of on-the-ground work health and safety advice and practice to the Transport Canberra Group. You will support Transport Canberra to ensure safety compliance and provide expert advice to implement best-practice procedures through proactive, collaborative, and strategic approaches to WHS.

We are looking for someone who has excellent WHS knowledge and experience implementing WHS in large organisations, can work independently and to deadlines when required, and with the skills to work with our experienced and diverse workforce who deliver transport services to the Canberra community. You will also need to be flexible, a self starter and have excellent interpersonal skills as being successful in this role will require you to really be part of the TC workforce and set safety goals together.

If this sounds like a challenge you are interested in, we want to hear from you. Please provide a response against the selection criteria (no more than two pages) and a CV. You can find out more about the position by contacting Anthony Wickens on 6205 5107 or via email anthony.wickens@act.gov.au

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

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

How to Apply: Please provide a response against the Selection Criteria (no more than two pages) and a curriculum vitae.

Contact Officer: Anthony Wickens (02) 6205 5107 Anthony.Wickens@act.gov.au

City Services**City Presentation****Urban Treescapes****Director, Tree Protection****Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60346)**

Gazetted: 14 March 2023

Closing Date: 4 April 2023

Details: Can you see the forest for the trees? If so, you can help make a difference as a valued member of Urban Treescapes.

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 809,000 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Tree Protection Act 2005*; the assessment of tree related claims; and the provision of technical advice on tree related matters. Applications are invited to fill the full-time, temporary role of **Director, Tree Protection** beginning as soon as possible for up to 12 months **with the possibility of permanency**.

As a senior leader within TCCS, this role requires a person who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for the implementation and administration of the Urban Forest Bill. This involves preparation prior to implementation and following implementation through the administration of the legislation, including as a delegate of the decision maker.

This position requires a leader with a strong, considered, and in-depth understanding of the Urban Forest Bill and legislative processes. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance, and develop capacity to achieve organisational objectives. Model commitment to continual learning, encouraging ongoing development, and engaging the right people to the right roles.

The Director will support the Senior Director and be responsible for the implementation and administration of the Urban Forest Bill to deliver the objects of the Bill in an efficient, effective, and transparent way.

Please see the **position description** for further information about the role.

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

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

Selection may be based on application and referee reports only.

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

This position is located in a workplace designed for activity-based working (**ABW**). Under ABW arrangements, officers do not have a designated workstation/desk.

How to apply: Applications should include:

A statement of no more than four pages addressing the 'What you require' section in the Position Description

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

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: Rachael Dawes (02) 6205 5263 Rachael.Dawes@act.gov.au

City Services**Roads ACT****Asset Officer****Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 26315, several)**

Gazetted: 14 March 2023

Closing Date: 6 April 2023

Details: P26315 Asset Officer, Path Maintenance Team. This position will be recruited as a permanent placement. P52323 Asset Officer, Pavement Maintenance Team. This role is being advertised for six months with possibility of extension and/or permanency.

These positions will coordinate the planning and delivery of a range of infrastructure maintenance programs and projects. Specifically in the path and pavement maintenance space. This position will have responsibility for administration, productivity and efficiency, quality standards, Work Health Safety and environmental requirements for the assigned maintenance projects.

As a leader within Transport Canberra and City Services (TCCS), this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a value-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual improvement and encouraging ongoing development and learning.

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 LGBTIQIA+ are encouraged to apply.

Eligibility/Other Requirements:

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

Hold a relevant building degree; or

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

Note: There are two positions available, one is a permanent position and the other role is for six months with 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:

A supporting statement of no more than three pages outlining experience and/or ability and addressing the requirements of "What you Require" section of the attached Position Description.

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Shium Reza (02) 6207 5825 Shium.Reza@act.gov.au

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Infrastructure Manager/Specialist

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 44539)

Gazetted: 10 March 2023

Closing Date: 24 March 2023

Details: Infrastructure Delivery (ID) manage and deliver the Capital Works program on behalf of the various business units within the Transport Canberra and City Services directorate including Roads ACT, City Presentation, ACT NOWaste, ACTION, Libraries ACT, Sports and Recreation and others. Types of projects include (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, minor shopping centre upgrades, urban renewal, landfill cells, car park improvements, playgrounds and sportsground infrastructure.

ID Branch are seeking a dynamic individual to perform the role of Infrastructure Manager/Specialist – Land Release Team. This role is a temporary position available immediately for 12 months, with the possibility of permanency.

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing

appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development, and engage the right people to the right roles.

Please see attached Position Description for Responsibilities, Accountabilities and further Details of the Duties to be undertaken.

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

Eligibility/ Other Requirements

Relevant tertiary qualifications and extensive experience in Engineering (or equivalent), Architecture (or equivalent) or Project Management experience will be highly desirable.

Notes: This is a temporary position available immediately for 12 months with the possibility of permanency. A Merit Pool/order of merit 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: Please submit a written application (of no more than one page per Criteria) responding to the 'What you Require' Criteria as per the attached Position Description, highlighting how your Skills and Experience are relevant to the Responsibilities within the role.

Applications should also include a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kae Harradine (02) 6205 3508 Kae.Harradine@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

Major Investigations

Investigator

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509, Canberra (PN: 57211)

Gazetted: 15 March 2023

Closing Date: 29 March 2023

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

The WorkSafe ACT Major Investigations Team is growing, and we have a temporary Investigator position available.

This position would suit an individual with a background or focus on regulatory compliance and investigations as well as work health and safety from within various industry sectors. You will have practical knowledge and experience of investigations and desirably an understanding of psychosocial matters.

No two days are the same in the Major Investigations team.

Do you have the ability to deal with sensitive situations?

Are you passionate about making a difference in the community?

Looking to make a career change?

If you answered yes to any of these questions, you might be the next WorkSafe ACT Investigator we are looking for!

Job responsibilities include, but are not limited to:

working within a team and independently
working cooperatively with other inspectors undertaking workplace visits and issuing regulatory notices
conducting and managing workplace investigations in accordance with best practice which will involve managing exhibits, preparing briefs of evidence for court and the giving of evidence in court
gaining cooperation from people in challenging and confronting situations
conducting investigations and providing advice in accordance with legislation administered by WorkSafe ACT
drafting reports, investigation plans, briefing notes, correspondence and other written material relating to investigations
conducting records of interviews and statements
participating in team meetings, planning and training activities, and
maintaining records in accordance with the *Territory Records Act 2002*

Essential requirements include:

must be flexible regarding shifts, and able to respond after hours (e.g. for emergencies), and
current unrestricted driver's licence.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, women, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ+ are encouraged to apply. We are looking for individuals from various backgrounds who are passionate about making a positive difference to the health and safety of ACT workers. If you believe you have the investigative experience and skills necessary to succeed in this role, we encourage you to apply.

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

How to Apply: Applications are sought from potential candidates and should include a supporting pitch (written statement) of no more than two (2) pages addressing the skills under the 'Ideal Candidate' section in the Position Description. Please also ensure you demonstrate your ability to meet the 'Essential Requirements'. Applicants should also provide a current Curriculum Vitae and contact details of two referees. Referee reports may be sought at a later stage.

Applications should be sent to the Contact Officer.

Contact Officer: Robert Alford (02) 6205 4261 Robert.Alford@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Information Technology Officer Class 2 \$91,315 - \$104,509

Charles Crowley, Section 68(1), 8 March 2023

Canberra Health Services

Enrolled Nurse Level 1 \$65,934 - \$70,443

Arslan Ahmed, Section 68(1), 12 March 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Jesse Cooper, Section 68(1), 13 March 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sushma Khadka, Section 68(1), 16 March 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Raina Prasad, Section 68(1), 20 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Patricia Reynolds, Section 68(1), 16 March 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sonya Thorpe, Section 68(1), 14 March 2023

Registered Midwife Level 1 \$72,698 - \$97,112

Emma Williams, Section 68(1), 7 March 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Jacqueline Yanik, Section 68(1), 10 March 2023

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Alexander Yonan, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Eun Joo Yu, Section 68(1), 16 March 2023

Canberra Institute of Technology**General Service Officer Level 10 \$91,315 - \$104,509**

John Melville, Section 68(1), 6 March 2023

Chief Minister, Treasury and Economic Development**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Champa Bati Dutta, Section 68(1), 13 March 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Michelle Gadzic, Section 68(1), 9 March 2023

Information Technology Officer Class 2 \$91,315 - \$104,509

Lap Keung Leung, Section 68(1), 16 March 2023

Community Services**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Saman Irfan, Section 68(1), 16 March 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Cassandra Maye, Section 68(1), 8 March 2023

Education**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Xi Jia, Section 68(1), 8 March 2023

Building Service Officer 3 \$73,429 - \$77,593

Stuart McIntyre, Section 68(1), 10 March 2023

School Assistant 2/3 \$51,548 - \$62,857

Skye Paul, Section 68(1), 14 March 2023

School Assistant 3 \$58,404 - \$62,857

Siani Swarbrick, Section 68(1), 14 March 2023

School Assistant 2/3 \$51,548 - \$62,857

Chantelle Waiariki, Section 68(1), 14 March 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Talei Wilson, Section 68(1), 14 March 2023

Environment, Planning and Sustainable Development**Senior Officer Grade B \$135,355 - \$152,377**

Martin Wingett, Section 68(1), 14 March 2023

Justice and Community Safety**Senior Officer Grade C \$114,928 - \$123,710**

Johnathan Barron, Section 68(1), 14 March 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Molly McPhee, Section 68(1), 13 March 2023

Major Projects Canberra**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Wien Hendriyanto, Section 68(1), 16 March 2023

Transport Canberra and City Services**Technical Officer Level 4 \$91,315 - \$104,509**

Geoffrey Goddard, Section 68(1), 13 March 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Vy Nguyen, Section 68(1), 15 March 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Mikaela Thompson, Section 68(1), 14 March 2023

Senior Officer Grade B \$135,355 - \$152,377

Joley Vidau, Section 68(1), 14 March 2023

TRANSFERS**ACT Health****Phoebe O'Carrigan**

From: Senior Information Technology Officer Grade C \$114,928

ACT Health

To: Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 60713) (Gazetted 15 November 2022)

Bolan Song

From: Registered Nurse Level 3.2 \$130,846

Canberra Health Services

To: Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 59924) (Gazetted 15 November 2022)

Catherine Swift

From: Senior Officer Grade B \$135,355

Canberra Health Services

To: Senior Information Technology Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 60719) (Gazetted 15 November 2022)

Canberra Health Services

Catherine Makings

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 02805) (Gazetted 1 February 2023)

Maggie Maloney

From: Health Professional Level 3 \$97,028

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 33127) (Gazetted 28 September 2023)

Jillian Smith

From: Registered Nurse Level 2 107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 28937) (Gazetted 30 September 2022)

Chief Minister, Treasury and Economic Development

Luke Brown

From: Senior Officer Grade C \$114,928 - \$123,710

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 57751) (Gazetted 8 September 2022)

Elise Davies

From: Administrative Services Officer Class 4 \$76,255

Education

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 07705) (Gazetted 12 October 2022)

Community Services

Clever Obiuto

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 3 \$68,685 - \$73,920
Community Services, Canberra (PN. 37831) (Gazetted 6 January 2023)

Justice and Community Safety

Lena Lind

From: Senior Officer Grade A \$157,201
Justice and Community Safety
To: Senior Officer Grade A \$157,201
Justice and Community Safety, Canberra (PN. 31086) (Gazetted 20 January 2023)

PROMOTIONS

ACT Health

Digital Solutions Division

Applications Support

Beelah Bleakley

From: Registered Nurse Level 3.1 \$115,743 - \$120,506
Canberra Health Services
To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377
ACT Health, Canberra (PN. 59864) (Gazetted 15 November 2022)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division

Applications Support

Melinda Bower

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Canberra Health Services
To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710
ACT Health, Canberra (PN. 53696) (Gazetted 15 November 2022)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division

Applications Support

Navjot Brar

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920
Canberra Health Services
To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710
ACT Health, Canberra (PN. 60717) (Gazetted 15 November 2022)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division

Applications Support

Technology Operations Hub

Carmel Brayne

From: Registered Nurse Level 4.1 \$130,846
Canberra Health Services
To: †Senior Information Technology Officer Grade A \$157,201
ACT Health, Canberra (PN. 59820) (Gazetted 15 November 2022)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division

Applications Support

Shalvin Chand

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. 60721) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division

Applications Support

Edward Craft

From: Research Officer Grade 2 \$76,255 - \$82,566

Canberra Health Services

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 60600) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division

Applications Support

Jessica Driscoll

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

Canberra Health Services

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 59863) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division

Applications Support

Timothy Garrett

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

Canberra Health Services

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 59930) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division

Applications Support

James Green

From: Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade)

Canberra Health Services

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 59880) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division

Applications Support

Christopher Hagon

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

Canberra Health Services

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710
ACT Health, Canberra (PN. 59892) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division

Applications Support

Stephen Hamilton

From: Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade)
Canberra Health Services

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377
ACT Health, Canberra (PN. 59865) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division

Applications Support

Simone Harris

From: Registered Nurse Level 3.2 \$130,846
Canberra Health Services

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377
ACT Health, Canberra (PN. 59944) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division

Future Capability and Governance

Shannon Hassett

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. 60739) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division

Applications Support

Amy Horsburgh

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Canberra Health Services

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377
ACT Health, Canberra (PN. 60723) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division

Applications Support

Xing Yvon Li

From: Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade)
Canberra Health Services

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710
ACT Health, Canberra (PN. 60599) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division

Applications Support

Thuy Luc

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

Canberra Health Services

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 59889) (Gazetted 15 November 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.

Health Systems, Policy and Research**Public Health Protection and Regulation****Health Protection Service****Amalie Pakchung**

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

ACT Health

To: †Health Professional Level 4 \$114,928 - \$123,710

ACT Health, Canberra (PN. 36674) (Gazetted 17 January 2023)

Digital Solutions Division**Applications Support****Kerrie Phelps**

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

Canberra Health Services

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 60601) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division**Applications Support****Ciaran Plenty**

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 60714) (Gazetted 15 November 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.

Corporate and Governance**People Strategy and Culture****People Support Services****Jillian Potter**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Health

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health, Canberra (PN. 42558) (Gazetted 23 September 2022)

Digital Solutions Division**Applications Support****Tennille Rayner**

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 60720) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division**Applications Support****Sherilyn Saxon**

From: Information Technology Officer Class 2 \$91,315 - \$104,509

ACT Health

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 59923) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division**Applications Support****Technology Operations Hub****Ryan Sharpe**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services

To: †Senior Information Technology Officer Grade A \$157,201

ACT Health, Canberra (PN. 59847) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division**Applications Support****Ann Tharaniyil**

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 59836) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division**Applications Support****Annaliese Tozzi**

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. 60602) (Gazetted 15 November 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.

Canberra Health Services**Mark Moro**

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. 14820) (Gazetted 27 January 2023)

Tegan Murray

From: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services

To: †Health Professional Level 5 \$135,355 - \$152,377

Canberra Health Services, Canberra (PN. 36318) (Gazetted 30 January 2023)

Kylie Rosin

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 18530) (Gazetted 27 January 2023)

Ellen Scanes

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. 48760) (Gazetted 27 May 2022)

Maddison Sweetapple

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. 29543) (Gazetted 3 January 2023)

Alexandra Thomson

From: Registered Midwife Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 22495) (Gazetted 11 January 2023)

Rebecca VAN DIEMEN

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services, Canberra (PN. 15998) (Gazetted 27 January 2023)

Anthony Watt

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22131) (Gazetted 1 February 2023)

Canberra Institute of Technology**Education and Training Services****Student Services/Information and Recognition****Bradley Turner**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Institute of Technology

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Institute of Technology, Canberra (PN. 16456) (Gazetted 13 February 2023)

Chief Minister, Treasury and Economic Development**Corporate****Workforce and Information Services****Information Management Team****Aaron Neeves**

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. 59418) (Gazetted 29 November 2022)

Shared Services**Partnership Services****Service Centre****Zane Orr**

From: Administrative Services Officer Class 2 \$60,620 - \$66,939

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 59401) (Gazetted 10 March 2022)

Shared Services**Financial Services****Salary Packaging****Debbie Rock**

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. 09390) (Gazetted 1 December 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.

Finance and Budget group**Sarah Walmsley-Stonehouse**

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. 35264) (Gazetted 22 June 2022)

Digital Data and Technology Services**Technology Services****Corporate Applications****Andrew Watson**

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 14371) (Gazetted 28 June 2022)

Community Services**Strategic Policy****Ryan Cook**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 38971) (Gazetted 28 November 2022)

Housing ACT**Client Services****Anthony Gonczarek**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 37490) (Gazetted 29 July 2022)

Family Safety**The Domestic, Family and Sexual Violence Office****Nneka Okpala-Webster**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 60073) (Gazetted 21 February 2023)

Education**School Improvement****Lake Tuggeranong College****Johanna Hayes**

From: School Assistant 3 \$58,404 - \$62,857

Education

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education, Canberra (PN. 60146) (Gazetted 18 November 2022)

Environment, Planning and Sustainable Development**Planning and Urban Policy****Strategic Planning and Policy****Claire Adams**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 34845) (Gazetted 5 December 2022)

Suburban Land Agency**Built Form and Divestment****Place Management****Christine Luchetti**

From: Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development

To: †Infrastructure Manager/Specialist 1 \$175,124

Environment, Planning and Sustainable Development, Canberra (PN. 46773) (Gazetted 28 July 2022)

Climate Change and Energy**Climate Change Policy****Mark Shorter**

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. 21300) (Gazetted 1 December 2022)

Climate Change and Energy**Climate Change Policy****Perry Wiles**

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. 44876) (Gazetted 1 December 2022)

Justice and Community Safety**Corporate Services****Government and Business Improvement****Angelique Delahaye**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 18861) (Gazetted 1 February 2023)

Legislation, Policy and Programs**Civil and Regulatory Law****Human Rights and Social Policy****Erin Gillen**

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. 44045) (Gazetted 29 November 2022)

ACT Corrective Services**Custodial Operations****Timothy Grabowski**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety, Canberra (PN. 52491) (Gazetted 23 January 2023)

Major Projects Canberra**Infrastructure Delivery Partners****Social Project Management****Gursahib Bal**

From: Infrastructure Officer 2 \$91,428 - \$105,186

Major Projects Canberra

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Major Projects Canberra, Canberra (PN. 24717) (Gazetted 30 September 2022)

Transport Canberra and City Services**City Services****City Presentation****Darryl Close**

From: General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services

To: †General Service Officer Level 7 \$67,760 - \$71,554

Transport Canberra and City Services, Canberra (PN. 09879) (Gazetted 11 April 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services**Infrastructure Delivery and Waste****ACT NoWaste****Sarah Elliott**

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

Transport Canberra and City Services, Canberra (PN. 34228) (Gazetted 18 January 2023)

Chief Operating Officer

Chief Finance Officer

Finance

Larissa Fehre

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 49735) (Gazetted 8 February 2023)

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Services

Geoffrey James

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 39545) (Gazetted 12 December 2022)

Territory and Business Services

Libraries ACT

Service Delivery

Amelia Murphy

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

Transport Canberra and City Services, Canberra (PN. 22234) (Gazetted 3 November 2022)

City Services

City Presentation

Urban Treescapes

Jayne Roberts

From: Administrative Services Officer Class 5/6 \$84,749 - \$104,509

Transport Canberra and City Services

To: Technical Officer Level 3 \$79,105 - \$89,398

Transport Canberra and City Services, Canberra (PN. 53360, Several) (Gazetted 16 March 2023)