



ACT Government Gazette
Gazetted Notices for the week beginning 03 August 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>

Health System Planning and Evaluation

Local Hospital Network Commissioning

Activity Based Management

Assistant Director, Activity Based Management

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62471)

Gazetted: 09 August 2023

Closing Date: 30 August 2023

Details: Are you passionate about driving policy and operational excellence? Do you have a keen eye for identifying opportunities to optimise business processes? Join our team as an Activity Based Management Analyst and play a key role in shaping the future of the ACT public hospital system!

We are actively seeking an officer who possesses the unique ability in financial analysis and data-driven decision-making to help delivery system-wide health reforms. Whether you are a clinician seeking new opportunities, a health economist passionate about driving change, or a finance officer eager to apply your skills in an innovative setting, we want to hear from you!

Activity Based Funding has the potential to significantly enhance our health system. By minimising gaps and inefficiencies in services, we can strive for optimal patient outcomes. As the successful applicant, you will play a crucial role in realising these improvements and making a lasting impact on the health and well-being of the ACT community.

The Activity Based Management Project within ACT Health Directorate will design and deliver Activity Based Funding (ABF) in a way that is suitable for the ACT. This will involve a variety of work that will range from policy development to governance to technical work with large volumes of financial and hospital activity information. For more information about the ABM Project, visit: <https://www.health.act.gov.au/about-our-health-system/planning-future/activity-based-management-project>.

Eligibility/Other requirements:

Relevant tertiary qualifications in a related area would be highly desirable, though not essential. This would include public sector administration, commerce, business management in a health-related environment.

The ABM Analyst will be required to work closely with stakeholders at Canberra Health Services, including potentially be located at Canberra Health Services (Canberra Hospital) on a regular basis, e.g., one-two days per week. The specifics of this requirement are to be determined, reviewed and adjusted as the Project progresses. Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Notes: Up to three temporary positions are available immediately for 12 months, with the possibility of permanency.

How to Apply: If the above role sounds like you and you want to be part of a dynamic, supportive and dedicated team, please submit:

A response (no more than two pages, font 11) addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities.

A current curriculum vitae.

Contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexander Kononov (02) 512 43143 Alexander.Kononov@act.gov.au

Health System Planning and Evaluation

Local Hospital Network Commissioning

Activity Based Management Project

Activity Based Management Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 19149, several)

Gazetted: 09 August 2023

Closing Date: 30 August 2023

Details: Are you passionate about driving policy and operational excellence? Do you have a keen eye for identifying opportunities to optimise business processes? Join our team as an Activity Based Management Analyst and play a key role in shaping the future of the ACT public hospital system!

We are actively seeking an officer who possesses the unique ability in financial analysis and data-driven decision-making to help delivery system-wide health reforms. Whether you are a clinician seeking new opportunities, a health economist passionate about driving change, or a finance officer eager to apply your skills in an innovative setting, we want to hear from you!

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Eligibility/Other requirements:

Relevant tertiary qualifications in a related area would be highly desirable, though not essential. This would include public sector administration, commerce, business management in a health related environment.

The ABM Analyst will be required to work closely with stakeholders at Canberra Health Services, including potentially be located at Canberra Health Services (Canberra Hospital) on a regular basis, e.g. one-two days per week. The specifics of this requirement are to be determined, reviewed and adjusted as the Project progresses. Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Notes: Up to three temporary positions are available immediately for 12 months, with the possibility of permanency.

How to Apply: If the above role sounds like you and you want to be part of a dynamic, supportive and dedicated team, please submit:

A response (no more than two pages, font 11) addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural Capabilities outlined in the attached Position Description.

A current curriculum vitae.

Contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tom Nguyen (02) 5124 6011 Tom.Nguyen@act.gov.au

Health System Planning and Evaluation

Local Hospital Network Commissioning

Activity Based Management

Assistant Director, Activity Based Management

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53668)

Gazetted: 09 August 2023

Closing Date: 30 August 2023

Details: Are you an influential communicator? Do you possess the ability to train and educate workforce on policy reforms? Join our team as an Activity Based Management Communication expert and Lead Hospital Funding Reform!

We are actively seeking an officer who possesses a unique ability to train and educate workforce across the ACT health system on hospital funding reform. You may be a clinician seeking new opportunities or a marketing and communication expert, we want to hear from you!

Activity Based Funding has the potential to significantly enhance our health system. By minimising gaps and inefficiencies in services, we can strive for optimal patient outcomes. As the successful applicant, you will play a crucial role in realising these improvements and making a lasting impact on the health and well-being of the ACT community.

The Activity Based Management Project within ACT Health Directorate will design and deliver Activity Based Funding (ABF) in a way that is suitable for the ACT. This will involve a variety of work that will range from policy development to governance to technical work with large volumes of financial and hospital activity information.

For more information about the ABM Project, visit: <https://www.health.act.gov.au/about-our-health-system/planning-future/activity-based-management-project>.

Eligibility/Other requirements:

Relevant qualifications in marketing and/or communication would be desirable though not essential.

The ABM Analyst will be required to work closely with stakeholders at Canberra Health Services, including potentially be located at Canberra Health Services (Canberra Hospital) on a regular basis, e.g., one-two days per week. The specifics of this requirement are to be determined, reviewed and adjusted as the Project progresses.

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

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic, supportive and dedicated team, please submit:

A response (no more than two pages, font 11) addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities.

A current curriculum vitae.

Contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexander Konovalov (02) 6205 2634 Alexander.Konovalov@act.gov.au

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

Office of the Deputy Director General

Office of Professional Leadership and Education

Office of the Chief Nursing and Midwifery Officer / Clinical Placement Office

Allied Health Clinical Placement Officer

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 62382)

Gazetted: 07 August 2023

Closing Date: 14 August 2023

Details: The ACT Health Directorate Clinical Placement Office is seeking an Allied Health professional with education experience to fill the role of Allied Health Clinical Placement Officer for a 12 month temporary position with the possibility of permanency.

The Allied Health Clinical Placement Officer manages all Allied Health clinical and non-clinical work integrated learning placements within ACT Health and Canberra Health Services.

The Allied Health Clinical Placement Officer supports Education Partners, placement areas and placement supervisors in the provision of Allied Health work integrated learning placements including incident management and assists the Clinical Placement Office Manager with the coordination of a variety of projects and initiatives which will impact the development of the Allied Health workforce.

Applicants seeking a part time position are also encouraged to apply.

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 an ACT Health Directorate recognised Allied Health discipline and eligibility for membership of the appropriate professional body, or unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA) is required.

Notes: 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.

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

How to apply: Applications MUST address the Professional/Technical skills and Knowledge and Behavioural Capabilities through examples of experience in no more than two pages. Applications that do not address the criteria will not be considered. A current Resume must also be submitted including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Naomi Mahon (02) 5124 5127 Naomi.C.Mahon@act.gov.au

Office of the Deputy Director General**Nursing and Midwifery Clinical Placement Officer****Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 62551)**

Gazetted: 07 August 2023

Closing Date: 14 August 2023

Details: The ACT Health Directorate Clinical Placement Office is seeking a Registered Nurse with education experience to fill the role of Nursing and Midwifery Clinical Placement Officer.

The Nursing and Midwifery Clinical Placement Officer supports Education Partners, placement areas and placement supervisors in the provision of Nursing and Midwifery work integrated learning placements including incident management. The Nursing and Midwifery Clinical Placement Officer assists the Clinical Placement Office Manager with the coordination of a variety of projects and initiatives which will impact the development of the nursing and midwifery workforce.

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 a Nursing discipline and unconditional Registered Nurse registration with the Australian Health Practitioner Regulation Agency (AHPRA) is required.

Note: This is a temporary part-time position available immediately until the 3 July 2026. The part-time hours will be at 22.05 hours per week 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. Selection may be based on application and referee reports only.

How to Apply: Applications MUST address the Professional/Technical skills and Knowledge and Behavioural Capabilities through examples of experience in no more than two pages. Applications that do not address the criteria will not be considered. A current Resume must also be submitted including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Naomi Mahon 5124 5127 Naomi.C.Mahon@act.gov.au

Policy, Partnerships and Programs**Health Policy and Strategy Branch****Variations in Sex Characteristics Treatment Regulation Unit****Senior Program and Secretariat Officer****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61816)**

Gazetted: 03 August 2023

Closing Date: 17 August 2023

Details: Are you task-focused, organised, self-motivated, and looking to contribute to a progressive reform to the ACT health system and Canberrans with variations of sex characteristics?

The ACT Health Directorate has responsibility for the implementation of the *Variation in Sex Characteristics (Restricted Medical Treatment) Act 2023*. This nation leading legislation confirms that people with variations in sex characteristics must:

not be harmed by inappropriate medical interventions, and

be able to make their own decisions about medical treatments that affect their bodies.

As a Senior Program and Secretariat Officer within the Variations in Sex Characteristics Treatment Regulation Unit, you will be part of a team responsible for supporting a statutory body that assesses applications to undertake medical and surgical treatments that alter the sex characteristics of children and people under guardianship with variations in their sex characteristics. As a team member in the newly formed unit, you will have a unique role in shaping the administrative operation of the reform.

Eligibility/Other requirements: Relevant tertiary qualifications, experience and/or an enthusiastic willingness to learn related to variations in sex characteristics, public health, social work, psychology, human rights, inclusion, public administration, law, social science or a related discipline would be desirable. Experience working with people with variations in sex characteristics and the intersex community will be considered favourably, but is not required, and the recruitment panel will include lived experience representation.

Notes: ACT Health Directorate is also recruiting a director to lead the operation of the Variations in Sex Characteristics Treatment Regulation Unit. If your skills and experience would be suited to that role, we invite you to apply.

How to Apply: Please submit a written application limited to a maximum of two A4 pages addressing the Selection Criteria in relation to the role to demonstrate your suitability for the position, along with your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jane Pepper (02) 6124 3877 Jane.Pepper@act.gov.au

Policy, Partnerships and Programs

Health Policy and Strategy Branch

Variations in Sex Characteristics Treatment Regulation Unit

Director, Variations in Sex Characteristics Treatment Regulation Unit

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61817)

Gazetted: 03 August 2023

Closing Date: 17 August 2023

Details: Are you task-focused, organised, self-motivated, and looking to use your skills and experience to contribute to a progressive reform to the ACT health system and Canberrans with variations in sex characteristics? The ACT Health Directorate has responsibility for the implementation of the *Variation in Sex Characteristics (Restricted Medical Treatment) Act 2023*. This nation leading legislation confirms that people with variations in sex characteristics must:

not be harmed by inappropriate medical interventions, and

be able to make their own decisions about medical treatments that affect their bodies.

As Director of the Variations in Sex Characteristics Treatment Regulation Unit, you will be responsible for leading a team that supports a statutory body that assesses applications to undertake medical and surgical treatments that alter the sex characteristics of children and people under guardianship with variations in their sex characteristics. As the inaugural permanent Director of the unit, you will have a unique role in shaping the administrative operation of the reform.

Eligibility/Other requirements: Relevant tertiary qualifications and/or experience in clinical practice related to variations in sex characteristics, public health, social work, psychology, human rights, inclusion, public administration, law, social science or a related discipline would be desirable. Experience working with people with variations in sex characteristics and the intersex community will be considered favourably and the recruitment panel will include lived experience representation.

Notes: ACT Health Directorate is also recruiting a Senior Program and Secretariat Officer to support the operation of the Variations in Sex Characteristics Treatment Regulation Unit under the management of the Director. If your skills and experience would be better suited to that role, we invite you to apply.

How to Apply: Please submit a written application limited to a maximum of two A4 pages addressing the Selection Criteria in relation to the role to demonstrate your suitability for the position, along with your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jane Pepper 02 5124 3877 Jane.Pepper@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

Executive Branch Manager, Strategy and Governance

Temporary Vacancy (up to nine months)

Canberra Health Services

Strategy, Policy and Planning

Position: E1162

(Remuneration equivalent to Executive Level 1.4)

Circulated to: #ACTPS Senior Executive List, #ACTPS SOGA, #MPC Infrastructure Managers

Date of circulation: 08/08/2023

Canberra Health Services is seeking to develop a merit list for the next 12 months for opportunities to act in the Executive Branch Manager (EBM), Strategy and Governance role. Once the merit list is established, successful candidates will be approached to backfill for opportunities up to nine months.

Reporting to the Deputy Chief Executive Officer (DCEO), as Executive Branch Manager (EBM) you will have the opportunity to operate with a high degree of independence and collaborate with representatives from across CHS, stakeholders and government. You will be responsible for leadership and management of the Strategy and Governance Division and the Government Relations team, leading the development and implementation of organisational strategy and support corporate governance systems and processes. You will also support DCEO in their role as a key interface between Cabinet, Ministers and other ACT Public Service Directorates, to ensure CHS is positioned well for the future and delivers transformational and innovative change in the health services we provide for our community.

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

To apply: Please provide a copy of your curriculum vitae and pitch addressing your skills and experience against the executive capabilities to Josephine Smith via email, josephine.smith@act.gov.au by COB, 22 August 2023.

Contact Officer: Josephine Smith (02) 5124 9564 josephine.smith@act.gov.au or via Teams

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice health Services

Drug and Alcohol Clinical Lead

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 52419 - 02CF9)

Gazetted: 04 August 2023

Closing Date: 18 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

At this level you will provide leadership and be responsible for the day-to-day clinical leadership of the Justice Health Services AOD Team. This includes coordinating access to AOD services in the Hume Health Centre and Bimberi Youth Justice Centre clinic; providing clinical leadership to the Justice Health Services AOD nursing team and providing care coordination to patients accessing AOD services in custody including monitoring and maintaining access to Opioid Maintenance Therapies.

The Clinical Lead AOD Nurse plays a pivotal role in the implementation and delivery of best practice treatment for consumers with complex needs in relation to the physical and psychological treatments required for alcohol and other drug co-morbidities within a custodial environment.

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

The Clinical Lead AOD Nurse will work within the Custodial Health senior nursing leadership team to drive change and promote a high-quality service to patients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

Requirements/Qualifications:

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

Previous experience in custodial health (desirable).

Previous experience working with clients with substance abuse issues.

Current driver's license.

Holds or is working towards qualifications either at a certificate or postgraduate level in drug and alcohol nursing.

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.

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.

Security Clearance from ACT Corrective Service and be eligible for entry to AMC and Bimberi at time of application.

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

Contact Officer: Gillian Sharp (02) 5124 2412 Gillian.Sharp@act.gov.au

Allied Health Lead, Acute Medical Unit (HP4)

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 56853 - 02CO4)

Gazetted: 03 August 2023

Closing Date: 17 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Acute Allied Health Service is based within the Division of Allied Health and provides Allied Health services and interventions to a range of inpatient and outpatient settings at the Canberra Hospital. The Acute Allied health services provide an on call and after-hours service including weekends.

Under the direction of the Director of Allied Health, the Allied Health Clinical Lead is responsible for the provision of clinical services to the Acute Medical Unit and the leadership of the multi-disciplinary team in the unit. This position is a 0.6FTE HP4 role for a period of 11 months from August 2023 and would suit part time HP4 clinicians or HP2 / HP3 clinicians interested in a temporary, part-time higher duties role. This position will be required to work Mondays and Tuesdays with a third day per week to be negotiated with the successful applicant. This position may be offered weekend work (Saturdays or Sundays) on a temporary or ongoing basis in negotiation with the successful applicant.

The role is expected to maintain a clinical workload involving the undertaking of rapid screening and assessment from an interdisciplinary perspective and coordination of treatment/therapies from the allied health perspective to ensure the facilitation of a timely and safe service. This role will coordinate the Allied Health team on the unit and participate in activities to represent Allied Health on the unit. This role involves liaising across Canberra Health Services partaking in service improvement and quality assurance initiatives and contributing to the supervision and training of fellow Health Professionals and Students. The Allied Health Clinical Lead will have highly developed professional knowledge of a range of acute medical conditions with the ability to lead multidisciplinary teams and provide education and supervision to a broad range of staff.

About you:

Requirements/Qualifications:

Hold an undergraduate or postgraduate qualification in the in an Allied Health profession.

Where applicable be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Substantial clinical experience in the acute health setting of greater than 5 years.

Hold a current Driver's Licence.

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

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

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

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

Undergo a pre-employment National Police Check.

Be registered under the Working for Vulnerable People Act.

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

Note: This is a temporary part time position available at 22.05 hour per week for 11 months. The full time salary noted above will be paid pro rata.

Contact Officer: Tim Tooke 5124 5106 Timothy.Tooke@act.gov.au

Psychologist (HP3)

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 37524 - 02CTX)

Gazetted: 04 August 2023

Closing Date: 16 August 2023

What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016.

DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Gawanggal Mental health (GMHU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce.

The GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition.

Both units are managed by MHJHADS Division.

The position is supported by a cohesive multi-disciplinary team of Nurses, Occupational Therapist, Social Worker, Allied Health Assistants, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

About you:

Requirements/Qualifications:

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

Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

Experience in public mental health and/or a psychiatric inpatient setting.

Hold a current driver's licence.

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Graham Twycross 5124 1851/ 5124 1516 Graham.Twycross@act.gov.au

Executive Director of Medical Services

CHS Medical Services

MOSCETU Administration Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 04535 - 02CDJ)

Gazetted: 03 August 2023

Closing Date: 16 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

MOSCETU has responsibility for:

The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the CHS Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU and CEO Canberra Health Services;

The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and

Manage the recruitment, rostering and administration related to the Junior Medical workforce.

The position of Administration Assistant sits within the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) of Canberra Hospital and Health Services. The role would be suited to a person with strong administrative and interpersonal skills, willing to gain knowledge of medical officer administration.

About you:

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

Requirements/Qualifications:

Strong organisational skills with a high degree of communication skills.

Adaptability and flexibility to accommodate change and provide responsive services to meet service needs

High degree of common sense and self-awareness.

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. (desirable)

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Robyn Hughes 61548834 robyn.hughes@act.gov.au

CHS Infrastructure Management and Maintenance

Infrastructure and Health Support Services Recurrent

Capital Project Support

Strategic Accommodation Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40214 - 02C8E)

Gazetted: 04 August 2023

Closing Date: 16 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

The Project Officer, Strategic Accommodation role will report to the Manager, Strategic Accommodation and undertake key activities to support the efficient project management of office accommodation, and planning and management of accommodation relocation requests. The role will require working in close collaboration with clinical and non-clinical teams and external providers.

About you:

Requirements/Qualifications:

Relevant qualifications or experience in project management.

Current Drivers licence.

Liaise effectively with a broad range of stakeholders to deliver agreed outcomes.

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

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

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

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: Dave Gilbert (02) 5124 9772 dave.gilbert@act.gov.au

CHS Chief Executive Officer

Office of Deputy CEO

Surgery Access Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 36797 - 02CD0)

Gazetted: 04 August 2023

Closing Date: 15 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Territory Wide Surgical Services forms part of the Division of the Deputy Chief Executive Officer within Canberra Hospital and Health Services of ACT Health and supports the provision of effective public surgical services in ACT public hospitals.

The role of the Territory Wide Surgical Services Team is to establish, review and update policy that governs the management of elective surgery for ACT public hospitals. The service also provides support for initiatives to

improve the efficiency and effectiveness for elective surgery including managing access to surgery through the Central Waitlist Service and the Telephone information Service.

A key strategic priority for this service is to deliver timely access to effective and safe hospital care. Therefore, another key role of this service is to work collaboratively with all hospitals to develop and implement Territory Wide initiatives that are aimed at improving access to elective surgery and services.

About you:

Requirements/Qualifications:

Relevant tertiary Bachelor of Nursing qualifications and a minimum of four years' experience working professionally as a registered nurse.

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

Perioperative or Surgical Nursing experience is highly desirable.

Problem solving skills with a high degree of drive and the ability to work autonomously in a small team environment.

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

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

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.

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

Contact Officer: Sarah Majeed (02) 5124 9035 sarah.majeed@act.gov.au

Cancer and Ambulatory Services

Cancer Services

Medical

Radiation Therapist Grade 2

Radiation Therapist Level 2 \$73,662 - \$101,811, Canberra (PN: 20261 - 02CQ5)

Gazetted: 04 August 2023

Closing Date: 18 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Radiation Oncology Department is located at the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for the ACT and surrounding region cancer patients. The department is currently equipped with the latest technology including Varian TrueBeam and Edge linear accelerators, two dedicated CT Simulators, SXRT, Eclipse Treatment Planning System with HyperArc, HDR brachytherapy and Cloud based ARIA Oncology Information System.

About you:

Requirements/Qualifications:

A recognised tertiary qualification in Radiation Therapy.

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

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

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

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Martin Seng 5124 2284 Martin.Seng@act.gov.au

Clinical Audit Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 20114 - 02C9S)

Gazetted: 03 August 2023

Closing Date: 9 August 2023

What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The role of the Quality, Safety, Innovation and Improvement Unit (QSII) is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. This is achieved through safeguarding the high standards of care and continually improving the quality of the services through active teaching, coaching, facilitation of improvement programs and the provision of information for service improvement. Clinical performance is monitored by conducting analysis of clinical information and developing insights into healthcare improvement. The Clinical Audit Manager works within the Clinical Analytics and Insights Team responsible for confirming the provision of safe, effective, efficient care within CHS. The Clinical Audit Manager will provide leadership in the development and testing of audit tools including linkages to national standards and CHS policy; delivery of education around the use of audit tools; coordination of organisational wide audits and report on audit findings. The Clinical Audit Manager will also liaise with relevant stakeholders within QSII and across CHS on audit requirements.

About you:

Requirements/Qualifications:

1. Relevant tertiary qualifications and/or work experience in qualitative or quantitative research methods is preferred.
2. Experience in building audit tools in SharePoint and/or Adobe, particularly in a clinical environment, OR the capacity and desire to learn how to build audit tools is desirable.
3. Experience in a clinical or health environment is desirable.
4. Strong attention to detail and organisational skills with an ability to work independently and within a team environment.
5. Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\) indicators](#) align with this role.
6. 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.

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

Contact Officer: Kathryn McMaster (02) 5124 9593 kathryn.mcmaster@act.gov.au

Acute Occupational Therapy Manager (HP4)

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 29169 - 02CLC)

Gazetted: 03 August 2023

Closing Date: 17 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Occupational Therapists in Canberra Health services work collaboratively with individuals, families, carers, and internal and external service providers to maximise the health, wellbeing and occupational engagement of Canberrans.

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

An exciting opportunity exists for an Occupational Therapist to manage the Acute Occupational Therapy services team in Acute Allied Health Services (AAHS). The successful applicant will take oversight of the day to day running of the Department and undertake duties such as reviewing fortnightly pay reports, monthly financial reports, and service statistics and attending senior clinician meetings.

This team consists of Occupational Therapist at various levels of experience, Allied Health Assistants and an Administrative Support Officer, who work closely with their multidisciplinary colleagues and have a pivotal role in promoting an occupation focused outcomes across the inpatient and outpatient settings of CHS.

Operational support to the position is provided by the AAHS Director of Allied Health. Strong relationships with the other AAHS Allied Health service managers will provide you with collegiate support and advice. There are opportunities for collaboration and handover with careful planning and communication.

The Occupational Therapy Manager provides supervision and support to the senior roles in the Acute Occupational Therapy department and requires an understanding of occupational therapy practice in the acute inpatient and outpatient settings. The position works closely with the CHS occupational therapy managers and is supported strategically by the Occupational Therapy Profession Lead.

About you:

Requirements/Qualifications:

Tertiary qualifications in Occupational Therapy.

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

Applicants must have a minimum of 5 years post-qualification experience.

Hold a current driver's licence.

This position may be required for weekend and after-hours work, overtime, on call and/or rotation rosters.

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.

Relevant post graduate qualifications in health leadership, clinical specialty areas and/or advanced professional experience within an acute care setting (desirable).

Please note 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.

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

Contact Officer: Timothy Tooke 5124 5106 Timothy.Tooke@act.gov.au

Health Professional Eating Disorder Services (HP3)

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 23987 - 02BRN)

Gazetted: 04 August 2023

Closing Date: 17 August 2023

What can we offer you:

- City living without the traffic – click her to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Eating Disorder Program (EDP) is a specialist outpatient tertiary service that provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The CAMHS EDP team is made up of multi-disciplinary mental health professionals who provide assessment and treatment within a recovery framework.

This position is a temporary part time HP 3 position available at eating disorder services to cover maternity leave. Under limited direction of the Manager for the Eating Disorders Program you will conduct assessments, and provide evidence-based intervention to children, adolescents and adults with an eating disorder, including family and individual work. You will work as part of a multidisciplinary team and provide support and supervision to HP2 clinicians, and undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

About you:

Requirements/Qualifications:

For Occupational Therapy:

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

For Psychology:

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

For Social Work:

1. Degree in Social Work.
2. Applicants must have a minimum of 3 years (ideally 5 years) paid work experience, post qualification, in a related/relevant organisation/service.
3. Eligibility for membership of the Australian Association of Social Workers.
4. Must hold a current driver's license.

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.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.
- Comply with ACT Health credentialing and scope of clinical practice requirements.

Orthopaedics Physiotherapist (HP3)

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 27522 - 02CJN)

Gazetted: 04 August 2023

Closing Date: 21 August 2023

What can we offer you:

- City living without the traffic – click her to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care. Physiotherapists play a key role in the multidisciplinary management of orthopaedic patients across the care continuum. The Orthopaedic Physiotherapist works in collaboration with the physiotherapy and multidisciplinary team to deliver services across 7 days supporting patient flow and maximising patient outcomes.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

About you:

Requirements/Qualifications:

1. Relevant tertiary qualifications and a minimum of three years' experience working professionally in physiotherapy, preferably in an acute care setting.
2. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). The successful applicant will need to be for weekend and after-hours work.
3. The successful applicant will need to be available for weekend and after-hours work through a shift pattern of work.
4. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
5. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
6. 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.
7. 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 CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Kerry Boyd 5124 2670 /0421 577709 Kerry.Boyd@act.gov.au

CHS Clinical Services

Chief Operationg Officer

Communications and Engagement Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 61337-02C5Q)

Gazetted: 04 August 2023

Closing Date: 17 August 2023

What can we offer you:

- City living without the traffic – click her to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

DonateLife ACT is looking for a talented Communications and Community Engagement Officer to manage media, communication, and community awareness activities – building support for organ and tissue donation in the ACT. Raising awareness of organ and tissue donation in the ACT community is the foundation of this position. As the ACT representative, you will work as part of a wider national DonateLife Communications and Engagement team (led by the Organ and Tissue Authority and comprising other communications staff based in each state and territory), to help drive the national strategy and deliver innovative and effective communication, marketing, stakeholder and community engagement activities that work at a national and local level.

You will proactively seek local community engagement, promotional and media opportunities, and develop strong working relationships with local advocates, media, volunteers and stakeholder groups. These activities will be delivered in line with the DonateLife brand and with the support of the broader national team.

You will also build and maintain jurisdictional media and stakeholder relationships, including with Canberra Health Services and ACT Health Directorate, to implement strategic media activities.

About you:

Requirements/Qualifications:

1. Relevant experience in public affairs, journalism, media or communications (mandatory).
2. The successful applicant will need to be available for weekend and after-hours work (mandatory).
3. Tertiary qualifications in Journalism, PR, Communications or Marketing (desirable).
4. A good understanding of the ACT media landscapes would be desirable.
5. Experience leading social media strategies.
6. Experience working in the health sector.
7. Be enthusiastic about promoting organ and tissue donation.

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

- Undergo a pre-employment National Police Check.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

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

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

CHS Chief Executive Officer

CHS Nursing & Midwifery and Patient Support Services

Nursing Casual and Relief Pool

Undergraduate Student of Nursing

Undergraduate Student Nurse \$59,679, Canberra (PN: 62303 - 02CHV)

Gazetted: 03 August 2023

Closing Date: 14 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

We are pleased to inform you about an exciting opportunity to further your university studies. We understand the importance of continuous education and development, and we believe that this opportunity will greatly enhance your academic and professional journey. Are you a dedicated and compassionate individual looking to make a

difference in the healthcare industry? Join our dynamic team as an Undergraduate Student of Nursing and assist our health care professionals in providing excellent patient care.

The USN assists the health care team to provide delegated aspects of patient care. Care will be delegated in accordance with the USN Core Duties & Exclusion List, professional judgement of the supervising Registered Nurse, and in accordance with the level of achieved assessed competence of the individual USN.

The USN always retains responsibility for their own actions and remains accountable to the Registered Nurse. The tasks a USN will undertake include general unit environmental maintenance duties, assisting patients with skin care, hygiene, toileting and nutritional needs, handling and positioning of patients, gathering of equipment and simple wound dressings. The USN will document care activities within the Digital Health Record (DHR) in accordance with the plan of care and organisational protocols.

About you:

Requirements/Qualifications:

Currently enrolled in an AHPRA recognised Bachelor of Nursing or other approved course, registered with AHPRA as a student nurse and successfully completed the academic and clinical requirements of the first year. A USN must maintain their academic obligations and remain an active student throughout their employment.

Be available for rotational shift work roster which may include evenings and weekends. Night duty may be worked after 3 months. Access to leave to fulfill study requirements including clinical placement, is provided, and supported with rostering practices that prioritises study requirements.

Exceptional customer service skills, empathy and ability to develop positive rapport with people from a wide range of diverse cultural backgrounds.

Ability to work under direct supervision of Registered Nurses and as part of a multidisciplinary healthcare team.

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

For more information on how to apply "click here"

Contact Officer: Suvechha Ghimire (02) 5124 7173 CHS.NMROEDU@act.gov.au

Medical Laboratory Scientist (HP2)

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 26439 - 02BBS)

Gazetted: 04 August 2023

Closing Date: 20 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and North Canberra 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 Monday – Friday. It encompasses Histology including Immunochemistry, Cytology, Mortuary and Administration.

Under direction, the successful applicant will be required to perform diagnostic and other technical tests and procedures, play a role in the trouble shooting of instrumentation and Quality Control processes and procedures within the Anatomical Pathology department located at the Canberra Hospital campus.

About you:

Requirements/Qualifications:

Relevant Medical Laboratory Science Bachelor qualifications and a minimum of 1 (one) years' experience working professionally in an Anatomical Pathology laboratory is preferred.

Strong attention to details, reliable and punctual.

Strong organisational skills with a high degree of drive.

The successful candidate will be required to participate in the after-hours roster.

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Mark Koina 5124 2871 Mark.koina@act.gov.au

North Canberra Hospital

Medical and Mental Health

Medical Stream Education Team

Clinical Development Nurse RN2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: LP8857-02CS2)

Gazetted: 09 August 2023

Closing Date: 13 August 2023

Details: City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click here [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

What can we offer you:

- City living without the traffic.
- Competitive pay rates and excellent working conditions within a tertiary hospital
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions
- 11.5% Superannuation
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval)

About the Hospital

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Department

A 12-month temporary opportunity exist to join the Medical Stream Education Team, as a Clinical Development Nurse (CDN). The Medical Stream Education Team is responsible for providing support to nursing staff across the medical stream to achieve excellence in clinical practice, standards of care and improved patient outcomes.

About the Role:

The CDN is expected to work with minimal supervision; provide clinical leadership and advice to the nursing team in regard to complex nursing matters, demonstrate excellent communication skills and the ability to liaise with key stakeholders of the organisation. The CDN role will provide support and education across the medical stream from Monday to Friday with varying shifts from 0700-1800hrs.

What you require

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

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

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.

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

Contact Officer: Kathryn Sliwinski Kathryn.Sliwinski@calvary-act.com.au Kathryn.Sliwinski@calvary-act.com.au

Executive Officer (Senior Officer Grade C)

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58520 - 02CMR)

Gazetted: 04 August 2023

Closing Date: 18 August 2023

What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

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

About you:

Requirements/Qualifications:

Relevant public sector or equivalent experience.

An expert communicator, adept at cultivating productive working relationships with a range of stakeholders.

A demonstrated understanding of the workings of a senior executive office in a complex and fast paced working environment.

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

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

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

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

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: Kate Schorsch 51242728 Kate.schorsch@act.gov.au

Medical Services

Pharmacy

Pharmacy

Deputy Director of Pharmacy Operations

Pharmacist Level 5 \$135,355 - \$152,377, Canberra (PN: 32120-02CG9)

Gazetted: 08 August 2023

Closing Date: 20 August 2023

Details:

What can we offer you:

- City living without the traffic – click her to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians, administration staff and a clinical nurse educator. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. This is an opportunity to join the team as the Deputy Director of Pharmacy – Operations and to lead and manage a team of dedicated and skilled staff to provide pharmacy services that meet the needs of both internal and external users of the service.

This position works closely with the two other deputies and will assume the responsibilities of the Director of Pharmacy when required.

About you:

Requirements/Qualifications:

1. Relevant Pharmacist qualifications and a minimum of five years' experience working professionally in hospital pharmacy, together with post-graduate qualification in a relevant field such as clinical pharmacy, health informatics or management, is preferred.
2. The successful applicant will need to be available for occasional weekend and after-hours work as rostered.
3. Well-developed leadership skills; strong organisational skills with a high degree of drive.
4. Support the shared purpose, mission statement and strategic directions of the department.
5. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
6. 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.
7. Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

Contact Officer: Daniel Lalor (02) 51242120 Daniel.Lalor@act.gov.au

CHS Medical Services**Radiography****Radiographer****Medical Imaging Level 2 \$70,679 - \$97,028, Canberra (PN: 28796, several - 02CCD)**

Gazetted: 07 August 2023

Closing Date: 20 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is 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 Radiographer position is a clinical role and is responsible for the provision of general radiography services. The Radiographer position is required to support the Medical Imaging Department in the provision of a 24/7 service, this includes shift work, overtime and on-call duties outside normal working hours as required.

About you: Requirements/Qualifications:

Tertiary qualifications or equivalent in Medical Radiation Science (Radiography).

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

Be eligible for an ACT Radiation licence.

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

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Jonathan Mainey (02) 5124 42804 Jonathan.maine@act.gov.au**People and Culture****Director, Payroll Services****Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: LP9055 - 02CU7)**

Gazetted: 07 August 2023

Closing Date: 24 August 2023

City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click here [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

About the Hospital

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:

The Payroll Director is a critical position within North Canberra Hospital.

The Payroll Director oversees the North Canberra Hospital payroll team, responsible for the timely and accurate processing of fortnightly payroll to all employees of the hospital. The Director works closely with the Executive Branch Manager and Senior Director, multiple directorate HR units, key stakeholders and customers to achieve quality service delivery outcomes.

Under limited direction of the Executive Branch Manager, People and Culture you will:

- Lead, motivate and manage a small team engaged in complex payroll processing operations for North Canberra Hospital. Overall accountability for successful delivery of the team's outcomes, by providing subject matter advice and strategic guidance as well as driving a high performing continuous improvement culture.
- Instil a positive customer service culture in the team by developing and maintaining productive and influential working relationships with team members and a range of key stakeholders including clients and senior staff.
- Manage and resolve escalated payroll and/or system issues and other related Human Resources matters, through interpretation and application of industrial frameworks, legislation, policies and procedures, and analysis of legal advice (where applicable.).
- Support and work collaboratively with senior management to drive policy and processes that support a sound internal control environment, including risk mitigation.
- Ability to lead change through a payroll transformation and improvement program through system enhancements and associated business processes.
- Prepare written correspondence and reports as required, including letters, briefs, and submissions relating to complex employment matters as they relate to payroll.
- Manage the design and implementation of analytics, data integrity and controlled monitoring reports.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require

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

- Expertise in and ability to interpret, relevant compliance and legislative resources and contemporary Human Resources policies and practices.
- Extensive knowledge of payroll systems and operations, including risk awareness and process controls, in a complex and high pressured environment.
- Advanced analytical and conceptual skills, particularly the ability to understand how issues integrate and to make rational judgements from available information.
- Sound knowledge of strategic and operational planning and processes including staff resource management.
- Leadership expertise in delivering agreed business outcomes and solutions, organising resources and setting clear directions, expectations and providing guidance for managers and team members, including during times of significant change.
- Demonstrated ability to establish and maintain effective and diverse business partnerships through collaboration, engagement, responsiveness and influence.
- Adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a high pressure environment.
- Strong interpersonal and organisational skills and ability to establish priorities and integrate multiple activities to achieve agreed outcomes accurately on time.
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with NCH's values of Healing, Hospitality, Stewardship, Respect

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.

Contact Officer: Katie Dunn N/A Katie.Dunn@act.gov.au

Clinical Services

Women Youth and Children

Clinical Support and Projects

Neonatal Research Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22262 - 02CFO)

Gazetted: 08 August 2023

Closing Date: 22 August 2023

Details: What can we offer you:

- City living without the traffic – click her to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).
- Discounted gym memberships.
- Scholarships for education support.

About the Role:

Join our team at the Department of Neonatology, the leading tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. We have a range of services including Intensive Care, Special Care, NICU Growth and Development Clinic and more. We provide individualised family centred care in a developmentally appropriate environment.

We are currently seeking a Neonatology Research Nurse to coordinate clinical research, clinical trials and reporting initiatives. You will play a key role in planning and implementing educational strategies within the department. Strong organisational skills and the ability to prioritise multiple issues are essential.

If you are looking to make a difference in the field of Neonatology and contribute to improving healthcare outcomes for newborns and their families, apply now!

About you:

Requirements/Qualifications:

1. Holds or working toward a relevant post graduate qualification in Clinical Nursing Research is highly desirable.
2. Computer database and spreadsheet skills at an advanced level are required.
3. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
4. An ability to work respectfully in partnership with a range of stakeholders while, simultaneously demonstrating leadership.
5. Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\) indicators](#) align with this role.
6. 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.
7. 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.

Contact Officer: Margaret Broom (02) 5124 7759 margaret.broom@act.gov.au

Clinical Services

Women Youth and Children

Department of Nursing and Midwifery

Registered Nurse Level 2 – NICU Support Officer

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 45519-02CFR)

Gazetted: 08 August 2023

Closing Date: 20 August 2023

Details: What can we offer you:

- City living without the traffic – click her to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 30 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate environment.

Under limited direction of the Assistant Director of Neonatology you will perform play a key role in providing day to day database management and aggregate data for research, clinical trials, clinical indicator reporting, activity reporting and audit. You will work closely with the multidisciplinary teams within the Department of Neonatology.

About you:

Requirements/Qualifications:

- 1.Relevant qualification and registration with the Australian Health Practitioner Regulation Agency (AHPRA), or eligibility to obtain.
- 2.Postgraduate qualification in Maternal or Neonatal nursing qualification / Postgraduate qualification in Information Computer Technology, would be advantageous.
- 3.Strong organisational skills, including capacity to simultaneously manage and prioritise multiply issues, demonstrating a high degree of drive.
- 4.Resilience and adaptability in a dynamic health environment.
- 5.Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- 6.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.
- 7.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.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

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

Contact Officer: Catherine Whitehead (02) 51247395 Catherine.whitehead@act.gov.au

Nursing and Midwifery

Nursing and Midwifery

Women's and Children's Division - Registered Midwife Level 2

Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 02CRA- LP9116, several)

Gazetted: 09 August 2023

Closing Date: 29 August 2023

Details: City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click here [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

About the Hospital

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Department

The Women's and Children's Division within North Canberra Hospital provides Maternity, Neonatal & Gynaecology services to women and their families in the ACT. These services include antenatal, intrapartum, and postnatal care; gynaecology care; neonatal special care nursery support and domiciliary care. Care is provided by a multidisciplinary team including a Midwifery and Nursing Team, Medical staff, and Allied Health.

About the Role:

The Level 2 Midwife will provide advanced clinical care to women in Maternity. The Midwife will have advanced practice knowledge in midwifery practice and the appropriate experience to provide clinical leadership and work in a collaborative multidisciplinary team. The role deputises for the Clinical Midwife Consultant after hours.

The Level 2 Midwife will be a mentor, clinical education resource and support for other less experienced midwifery staff. The role includes development of Performance Development Plans for Level 1 RN/RMs with support for them to achieve their learning plan.

The midwife will take responsibility for their own professional development.

What you require:

- Be registered as a Registered Nurse (Division 1) or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.

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

Contact Officer: Jennifer Eling Jennifer.Eling@calvary-act.com.au

Mental Health, Justice Health and Alcohol and Drug Services

University of Canberra Hospital

Senior Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 25984 - 02CGK)

Gazetted: 08 August 2023

Closing Date: 20 August 2023

Details: What can we offer you:

City living without the traffic – [click her](#) to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

The Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers, and other key stakeholders. The AMHRU Occupational Therapist will focus on the theoretical and practical application of a range of specialist therapeutic individual and group interventions to promote recovery in individuals with moderate to severe mental illness. You will deliver discipline-specific, evidence-based group interventions to promote wellbeing and engagement in meaningful occupations.

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

The AMHRU is located at the University of Canberra Hospital.

About you:

Requirements/Qualifications:

Relevant tertiary qualifications in occupational therapy and a minimum of three - five years post-qualification experience in a relevant clinical area and of supervising staff is preferred.

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

Be eligible for professional membership of Occupational Therapy Australia.

Have a minimum of 3 years (ideal 5 years) experience post qualification.

5 Hold a current driver's license.

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Kannan Sakthivel - Kannan.Sakthivel@act.gov.au

Nurse Level 4 Grade 2

Registered Nurse Level 4.2 \$140,121, Canberra (PN: 03866 - 02CKG)

Gazetted: 08 August 2023

Closing Date: 26 August 2023

Details: What can we offer you:

- City living without the traffic – click her to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

As Assistant Director of Nursing (ADON) you will provide senior leadership for the clinical and administrative operations of AMHRU and the maintenance of the therapeutic environment. This includes the day to day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality service to people in AMHRU and their carers. The ADON also provides professional governance to the nursing staff contained within AMHDS.

In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team.

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

About you:

Requirements/Qualifications:

Relevant Tertiary qualifications in nursing and a minimum of 5 years' experience working professionally as a Registered Nurse in a Mental Health Setting is preferred.

The successful applicant will need to be available for occasional after-hours work, with access to allocated days off.

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

Have a minimum of 12 months of leadership or management experience

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

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

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.

Contact Officer: Shaun Bayliss 51241623 shaun.bayliss@act.gov.au

Women and Childrens Division

North Canberra Hospital

Women's and Children's Division - Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: LP8711-02CR9)

Gazetted: 09 August 2023

Closing Date: 29 August 2023

Details: City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click here [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

What can we offer you:

- City living without the traffic.
- Competitive pay rates and excellent working conditions within a tertiary hospital
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions
- 11.5% Superannuation
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval)

About the Hospital

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Department

The Women's and Children's Division within North Canberra Hospital provides Maternity, Neonatal & Gynaecology services to women and their families in the ACT. These services include antenatal, intrapartum and postnatal care; gynaecology care; neonatal special care nursery support and domiciliary care. Care is provided by a multidisciplinary team including a Midwifery and Nursing Team, Medical staff, and Allied Health.

About the Role:

Within the Framework of the North Canberra Hospital, the Registered Nurse will provide clinical care to women in the Maternity ward (3S). The nurse will have knowledge in nursing practice and the appropriate experience to work in a collaborative multidisciplinary team. The nurse will work with the team to care for women and newborns in the peri partum period. They will support women after childbirth, assisting to build their mothercraft skills and make the transition to parenthood. They will assist in the care of newborns and align with baby friendly hospital principles to support optimal infant feeding. The Nurse in 3S will be a clinical resource and support for less experienced staff. The nurse will take responsibility for their own professional development.

What you require

- Be registered as a Registered Nurse (Division 1) or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.

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

Contact Officer: Jennifer Eling Jennifer.Eling@calvary-act.com.au Jennifer.Eling@calvary-act.com.au

Clinical Audit Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 04569 - 02CA8)

Gazetted: 03 August 2023

Closing Date: 9 August 2023

What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The role of the Quality, Safety, Innovation and Improvement Unit (QSII) is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. This is achieved through safeguarding the high standards of care and continually improving the quality of the services through active teaching, coaching, facilitation of improvement programs and the provision of information for service improvement. Clinical performance is monitored by conducting analysis of clinical information and developing insights into healthcare improvement. The Clinical Audit Manager works within the Clinical Analytics and Insights Team responsible for confirming the provision of safe, effective, efficient care within CHS. The Clinical Audit Manager will provide leadership in the development and testing of audit tools including linkages to national standards and CHS policy; delivery of education around the use of audit tools; coordination of organisational wide audits and report on audit findings. The Clinical Audit Manager will also liaise with relevant stakeholders within QSII and across CHS on audit requirements.

About you:

Requirements/Qualifications:

Relevant tertiary qualifications and/or work experience in qualitative or quantitative research methods is preferred.

Experience in building audit tools in SharePoint and/or Adobe, particularly in a clinical environment, OR the capacity and desire to learn how to build audit tools is desirable.

Experience in a clinical or health environment is desirable.

Strong attention to detail and organisational skills with an ability to work independently and within a team environment.

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

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

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

Contact Officer: Kathryn McMaster (02) 5124 3022 Kathryn.McMaster@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

Education and Training Services

Health Community and Science

Wellbeing

Administrative Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 38027)

Gazetted: 09 August 2023

Closing Date: 23 August 2023

Details: An exciting opportunity exists within the CIT Health, Community and Science College to fill an ASO4 Administrative Officer position in CIT Wellbeing.

As part of the Wellbeing team at CIT you will play a key role is to provide a high-level customer service and administration skills to support the Wellbeing team facilitate the students learning journey. You will require the ability to work both autonomously and cooperatively, as you will have significant independence of action, and accountability to build and maintain ongoing relationships with external organisations to promote CIT.

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.

Eligibility/Other Requirements:

DESIRABLE

Experience in the Vocational Education and Training sector.

Current drivers' licence.

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

Note: This is a temporary position available immediately until 23 May 2024, 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 only.

How to Apply: Applications must include a current curriculum vitae and a written response (a pitch) of no more than two A4 pages, outlining why you would like to work in this role and demonstrating how your skills, knowledge and experience is suitable for this position as outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Burgess (02) 6207 3879 Richard.Burgess@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

**Chief Financial Officer and Chief Information Officer
Temporary Vacancy (25 September 2023 to 24 October 2023)**

**Suburban Land Agency
Finance and Digital Solutions**

Position: E1037

(Remuneration equivalent to Executive Level 1.4)

Circulated to: #ACTPS Executive List

Date of Circulation: 03/08/2023

The Suburban Land Agency (SLA) is responsible for delivering the ACT Government's suburban land development program, including urban renewal in established town centres and suburbs. This comprises releases for residential, commercial, industrial, mixed use and community purposes. The Suburban Land Agency is a statutory authority established by the City Renewal Authority and Suburban Land Agency Act 2017 and operates within the broader Environment, Planning and Sustainable Development Directorate (EPSDD) portfolio.

The Suburban Land Agency seeks to encourage and promote inclusive communities through the delivery of people-focused neighbourhoods. Importantly, this includes the delivery of suburban development which supports:

- affordable living;
- a safe and healthy population;
- social inclusion;
- housing choice, and
- environmental sustainability.

The Chief Financial Officer/Chief Information Officer role is a critical Executive role, responsible for leading and directing the Suburban Land Agency's Finance, Digital Solutions and Valuations teams. The position holds a dual role as the Chief Financial Officer and the Chief Information Officer for SLA.

In the Chief Financial Officer capacity, the position will support the Chief Executive Officer and the Board in setting, monitoring and overseeing the financial operations of the SLA. The role leads the financial management of an annual land sales program of approximately half a billion dollars and a development/construction program of approximately a quarter of a billion dollars each financial year.

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 \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

To apply: Interested applicants are requested to submit an EOI of no more than one page addressing the attached selection documents, a current curriculum vitae and contact details for two referees to Katherine Macpherson via email, katherine.macpherson@act.gov.au by COB 17 August 2023.

Contact Officer: Katherine Macpherson (02) 6207 9497 katherine.macpherson@act.gov.au

Office of Industrial Relations and Workforce Strategy

ACT Property Group

Corporate Governance

Corporate and Records Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 22605)

Gazetted: 08 August 2023

Closing Date: 22 August 2023

Details: This role supports the delivery of professional development, good governance, records management and human resource aspects of the business. The role works with senior staff in the team to assist in the coordination of professional development for the Group and supports the human resources work of the team. This person also coordinates our records management system in conjunction with the Directorate and ACT Government records managers ensuring adherence to Directorate requirements and government legislation and assisting staff in using the system effectively. The person also develops and manages systems and processes to ensure ACT Property Group manages our staff development, HR, Inter/Intranet pages and records effectively. Supporting and developing our staff ensures that we can deliver great services to our customers and stakeholders.

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:

A current driver's licence (car) is desirable.

Qualification/s in Government, Business or Management are desirable.

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the Duties/Responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Shaw 0417 207 990 actpgcorporate@act.gov.au

Access Canberra

Environment Protection Authority

Environment Protection Authority Liaison Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 03606)

Gazetted: 03 August 2023

Closing Date: 17 August 2023

Details:

The Environment Protection Authority (EPA), located within the Construction, Utilities and Environment Protection Branch is seeking an Administrative Service Officer Grade Officer 6 in the Environmental Quality team to contribute to regulatory functions, environmental analysis and the preparation of technical advice relating to environment protection and water resource management, in particular coordinate and provide advice on planning, leasing and development matters in relation to the EPAs environmental responsibilities.

Access Canberra works across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities, and implement new initiatives. We use a risk and harm approach to secure regulatory compliance through a broad range of enforcement tools aimed at those not doing the right thing to protect our community.

The Environmental Protection Authority sits within Access Canberra and is based out of the Dickson Office Block on Northbourne Avenue, we offer:

Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.

The opportunity to work with passionate, innovative, and experienced leaders who encourage and support you to develop your interests and expertise.

A flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment.

The Office of the EPA consists of three teams. This position is within the Environmental Quality Team. The team comprises specialists in a range of environmental protection matters including environmental planning, air quality,

hazardous materials contaminated site and waste management and the use of agricultural, veterinary and industrial chemicals.

The Environmental Quality team is responsible for administering and ensuring compliance with the Environment Protection Act and Regulation, focusing on environmental authorisations, reviews, planning referrals and inspections to deter people causing negative impacts on the environment. Team members participate in local and national initiatives and working groups related to their areas of expertise and implement National Environmental Protection Measures and National Environmental Management Plans within the Territory.

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.

Mandatory: Current ACT or equivalent driver's licence

Desirable: Experience in an environmental planning function or environmental protection role

Note: This is a temporary full time position commencing asap for 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application only. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. A mix of working from home and office based work is expected for this position. A suitable office space at home is highly desirable, along with capacity to work in the Dickson Office Building as needed for meetings and other face-to-face work. Most staff are present in the office one-to-two days per week.

How to Apply: Applicants should submit a supporting statement of no more than THREE pages addressing the attached selection criteria, along with details of two referees and a current curriculum vitae

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

Contact Officer: David Power (02) 6207 5311 david.power@act.gov.au

Policy and Cabinet

Better Regulation Taskforce

Better Regulation Taskforce

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 62346)

Gazetted: 03 August 2023

Closing Date: 17 August 2023

Details: This position in the Better Regulation Taskforce is part of a team at the centre of government.

Here, you will experience how to bring the strands of government policy together from all directorates, within a complex and evolving economic environment. You will undertake interesting and impactful work that directly influences the prosperity of ACT businesses, industries, and the community.

The work in the Better Regulation Taskforce is dynamic and fast paced. This is a place where you will use your knowledge, skills and experience to confidently support Government Ministers. At any time, you may be contributing to Cabinet submissions, Ministerial and Chief Minister's briefings, Question Time Briefings, and Ministerial Correspondence, sometimes at very short notice.

You will also be analysing complex policy issues and may find yourself working closely with stakeholders across the ACTPS, including in Access Canberra, and in the ACT business community. Your interpersonal skills are essential to maintaining productive working relationships across directorates and agencies, so that this critical whole of government work can be delivered.

A key focus of this position will be to undertake economic analysis of proposed regulatory reforms that are being developed by the Better Regulation Taskforce.

The Better Regulation Taskforce is a small team with big responsibilities. We think hard and creatively, and our rewards come from the quality and impact of our advice. We have a highly collegiate and supportive culture, always making the time to connect, catch up and have fun too. If you would like to develop your career with us, please get in contact with the contact officer and submit an application.

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: Skills in economic analysis and data analysis would be highly desirable.

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

How to Apply: Interested applicants should submit a two-page pitch with your curriculum vitae and the contact details of two referees. The pitch should respond to the Selection Criteria and outline how your abilities, experience and qualifications make you the best person for the role described in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona Chesworth (02) 6207 1125 Fiona.Chesworth@act.gov.au

Office of Industrial Relations and Workforce Strategy

Public Sector Management

HR Service Desk

Team Leader, Operations

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 07153)

Gazetted: 04 August 2023

Closing Date: 18 August 2023

Details: Are you a dedicated and switched on people leader?

Does the thought of exceptional customer service in an operational role make you smile?

Are you a skilled trainer and motivator with a passion for seeing people reach their full potential?

Do you have excellent organisation skills with the ability to manage competing priorities?

Can you forge collaborative relationships with stakeholders?

If you answered yes to all of the above, keep reading!

Here at the HR Service Desk we provide 1st level support for all ACT Government staff on general human resource related matters. We have a fantastic team dedicated to providing an excellent experience for our customers via a range of channels including phone, live chat, email and online forms.

We are looking for someone who is as enthusiastic and passionate as we are about leading a team to achieve successful outcomes. You will work collaboratively with the leadership team to ensure efficient running of operations and achievement of strategic objectives. With responsibility of the day-to-day management of team operations and quality assurance, demonstrated ability to lead and coach a team is a must. Your focus will be on staff well-being, engagement, and satisfaction, ensuring the team is effectively resourced to provide services that meet the needs of our customers.

You will have excellent communication skills and the ability to build and maintain effective working relationships, as you work closely with our internal partners to ensure continuity of processes between the Service Desk and escalation teams with a focus on the overall customer experience. You don't shy away from a challenge and thrive in a fast-paced environment with competing priorities and deadlines. You're a strategic thinker, actively contributing to the development and execution of our broader strategic direction and business improvement initiatives.

Ticking all the boxes? We want to hear from you!

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

Eligibility/ Other Requirements

Current ACT Government CMTEDD Baseline clearance or ability to obtain and hold a baseline security clearance is mandatory.

Notes: This is a temporary position available for approximately 11 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 potential vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to apply: In no more than three pages, provide a response demonstrating your experience against each of the Professional/Technical skills and Knowledge and Behavioural Capabilities in the Position Description. Please accompany this with your current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Edmestone (02) 6205 2367 Jennifer.Edmestone@act.gov.au

Treasury/Digital, Data and Technology Solutions

Technology Services Branch

Corporate Applications

Power Platform Technical Manager

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 41592)

Gazetted: 03 August 2023

Closing Date: 17 August 2023

Details: Digital, Data and Technology Solutions is looking for an energetic person to join the Corporate Applications Section as the Power Platform Technical Manager.

The successful candidate will be engaged to provide ongoing technical advice to a range of stakeholders with a view to assuring the overall performance, governance, relevance, and day-to-day operation of the Power Platform service for the ACT Government.

The Power Platform Technical Manager will be heavily focused on the overall expansion and improvement of the service, whilst paying close attention to maturing the overall technical capability provided by the service and the resources within it.

The Technical Manager will be an experienced practitioner with a set of well-practiced technical skills and highly developed understanding of ICT principles and frameworks.

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 current ACT Government baseline security clearance or ability to obtain one is mandatory.

This position does not require a pre-employment medical.

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

Highly Desirable:

Tertiary qualifications in a relevant STEM field such as Software Engineering, Information Technology, Information Systems etc.

Possessing an Infrastructure Technology Information Library (ITIL) Foundation Certificate or strong knowledge of ITIL.

Project management experience and/or qualifications.

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

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

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

Working from home part time may form part of the flexible work arrangements for this position.

How to apply: After reviewing the Position Description, please address each of the seven capabilities listed in the "What you require" section of the Position Description, describing your experience and claims of suitability for each capability in no more than three pages. Please provide a current curriculum vitae and details of two referees. Applications should be submitted via the "Apply Now" button below.

Contact Officer: Satish Rajesh (02) 6207 1213 Satish.Rajesh@act.gov.au

Strategic Finance

Budget Policy and Capital Works

Finance Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 35813)

Gazetted: 04 August 2023

Closing Date: 25 August 2023

Details: Are you ready to take the next step in your career as a finance and budget professional? Successful applicant will work in a small team and assist with the coordination of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD)'s Capital Works program, including regular reporting and monitoring, as well as the coordination of the annual Budget development processes.

We are passionate about growing our people and will support your ongoing professional development through coaching, mentoring, and reimbursement of cost for your professional membership. We are a national leader in the adoption of flexible work arrangements, with several options available to staff including flexible working hours, work from home arrangements and flex-time provisions.

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 university degree in accounting and related field is highly desirable. Knowledge or experience in the areas of capital works and ACT Government Budget processes would be beneficial.

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

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

How to apply: Please submit your current curriculum vitae and a pitch no more than two pages outlining why you are the ideal candidate for the position. This pitch should clearly articulate why you are interested in the position and highlight key attributes and achievements with reference to the professional/technical skills and knowledge and behavioural capabilities as outlined in the Position Description. A referee report may be requested upon completion of the interview process.

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

Contact Officer: Arif Hazara (02) 62072271 Arif.Hazara@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Spatial Database Support Officer

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 02720)

Gazetted: 07 August 2023

Closing Date: 14 August 2023

Details: The Spatial Database Support Officer contributes to the development, management and support of systems in a spatial/aspatial database environment. The position will work closely with the DDTS Unix/Oracle Team who manage the Platform and the core Database Administration functions. The primary functions of the role are:

Coordinate the development and changes of the underlying relational databases of EPSDD spatial systems including analysis of user requirements, developing system specifications based on the requirements, and perform build, testing, deployment and documentation in conjunction with other technical database specialists.

Manage and monitor database functions, including maintaining users and roles, scheduled tasks, auditing and managing auditing of users, maintaining Oracle and client application metadata and data and actions ensuring supportability in a modern ICT and spatial environment.

Provide complex technical advice and support including preparation of procedural documentation, system performance monitoring, advice on standards and policies, collaboration with applications and database development teams and support for client groups.

To be effective, you will need demonstrated skills and knowledge of Oracle and relational databases, spatial data models and modern frameworks, spatial database systems and databases and database records lifecycle systems. As part of a customer focused team, we are looking for a proactive person who can establish and maintain effective business relationships with key stakeholders, be adaptable to changing circumstances and has advanced analytical thinking and problem solving skills.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

Relevant certifications and/or tertiary qualifications in Oracle, Oracle Spatial, Oracle APEX, SQL, ICT and/or spatial systems are highly desirable.

Notes: This is a temporary position available immediately until 16 August 2024 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note, this position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a written response of up to three pages to the position description covering how your Professional/Technical Skills, demonstrated experience and Behavioural Capabilities will meet the needs of the role. Also include a curriculum vitae that outlines your experience and qualifications including the details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Carlton (02) 6207 2335 Karen.Carlton@act.gov.au

Office of Industrial Relations and Workforce Strategy**Work Safety Group****Public Sector Work Health Safety and Wellbeing****Assistant Director, Work Health Safety and Wellbeing****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 09045)**

Gazetted: 03 August 2023

Closing Date: 17 August 2023

Details: The Public Sector Work Health, Safety and Wellbeing (WHSW) team is responsible for ACT public sector strategies, policies, and programs in the areas of health, wellbeing, safety and injury management. This includes oversight of the ACT public sector work health and safety management system.

The team advocates and champions a culture of care, to minimise the adverse health, social and economic consequences of injury and illness for the ACTPS.

Reporting to the Director, the Assistant Director will support the development and implementation of work health and safety (WHS), health and wellbeing and rehabilitation programs, projects and policies within the Work Safety Group. A key function of the role will be an audit and assurance focus, supporting the implementation and management of the whole of government audit and assurance program.

The Assistant Director will also contribute to the management of elements of the ACTPS Work Health and Safety Management System and work collaboratively with the team to deliver an integrated approach for WHS, wellbeing and work rehabilitation across the Service. They will also liaise extensively with stakeholders and clients, both internal and external to the ACT Government, and build productive relationships.

The successful applicant will also prepare targeted guidance on WHS, wellbeing and work rehabilitation topics, to support the implementation of WHS, wellbeing and return to work activities in our workplaces.

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.](#)

This position does not require a pre-employment medical, or a working with vulnerable people check.

This position does not involve direct supervision of personnel.

Eligibility/other requirements: Qualifications /training and/or practical experience in WHS, workplace wellbeing or work rehabilitation would be highly regarded.

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

Selection may be based on application and referee reports only.

How to apply. Please provide a two-page pitch, outlining your suitability for role and claims against the Selection Criteria, along with a current curriculum vitae and contact details of two referees.

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

Contact Officer: Annie James (02) 6205 4704 Annie.James@act.gov.au

Office of Industrial Relations and Workforce Strategy**ACT Property Group****Integrated Facilities Management****Field Maintenance Officer, Property Operations****General Service Officer Level 5/6 \$62,078 - \$68,143, Canberra (PN: 53631)**

Gazetted: 08 August 2023

Closing Date: 22 August 2023

Details: ACT Property Group are looking for people with a strong building maintenance experience to assist in maintaining ACT Government owned and managed properties and items. This role provides a range of general maintenance services to ACT Government owned and managed properties including correctional facilities, grounds maintenance such as mowing and general garden work, installs and removes flags and banners and maintains non-building assets like fountains and memorials when required. This role is primarily out in the field delivering programmed and as required maintenance services. The person in this role works with the Field Maintenance team to deliver a range of works.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services

through flexible, efficient and cost-effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other requirements:

This position requires:

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

Hold a medium rigid truck licence.

Qualification/s in building trades or similar are highly desirable.

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

Notes: Selection may be based on application and referee reports only. 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 and Behaviour) and why you are the best person for this role. The pitch should:

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

Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Dezman 0409 440 697 actpgcorporate@act.gov.au

Economic Development

National Arboretum Canberra and Stromlo Forest Park

Work Health and Safety Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 39358)

Gazetted: 08 August 2023

Closing Date: 22 August 2023

Details: The National Arboretum Canberra was opened in 2013 and comprises a collection of approximately 44,000 trees in 94 forests featuring different types of rare, threatened and symbolic trees from around Australia and the world. It also houses the National Bonsai and Penjing Collection Australia and includes the award-winning Village Centre, Margaret Whitlam Pavilion, Pod Playground, display gardens, unique sculptures and a range of other facilities to enhance the visitor experience.

Officially opened in 2007, Stromlo Forest Park is a world-class, multi-use recreational sporting facility available to both recreational and professional users. Stromlo Forest Park boasts a purpose-built event pavilion, a 1.2km road criterium cycling circuit, a 2.5km grass cross country running track, a network of equestrian trails and over 40km or mountain bike trails suitable for riders of all abilities.

The primary responsibility of the Workplace Health and Safety Officer is to liaise and communicate, coordinate and provide support to operational, technical and professional staff, as well as contractors and volunteers across all sections of the National Arboretum Canberra and Stromlo Forest Park in relation to workplace health and safety.

The role is also responsible for the development, monitoring and application of WHS systems for the National Arboretum Canberra and Stromlo Forest Park, and conducting other relevant duties as required.

The successful applicant will be based at the National Arboretum Canberra and will report directly to the Senior Director - Operations Manager. This is permanent position. The National Arboretum Canberra is open seven days a week and regularly hosts out of hours events and functions, so flexibility around working hours including evenings and weekends is required.

If you are an innovative thinker with experience in Work Health and Safety (WHS) and would like to join a positive and energetic team, 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 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:

Relevant qualifications in Work Health and Safety and/or demonstrated experience in the industry.

Medium Rigid Truck License.

Knowledge of ACT Government processes.

Understanding of or background in facilities maintenance.

Essential:

Current Driver's License.

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

How to Apply: Please provide a written response of no more than three pages addressing the Selection Criteria along with a current curriculum vitae with referee contacts.

Applications should be submitted via the Apply Now button below.

Contact Officer: Owen Bolitho (02) 6207 7994 Owen.Bolitho@act.gov.au

Office of Industrial Relations and Workplace Strategy

Professional Standards Unit

Director, Professional Standards Unit

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 62541)

Gazetted: 08 August 2023

Closing Date: 22 August 2023

Details: Office of Industrial Relations and Workplace Strategy (OIRWS) includes the Professional Standards Unit which is responsible for providing secretariat support for the review of both the *Integrity Commission Act 2018* and the *Public Interest Disclosure Act 2012* (PID Act).

The position is providing a unique opportunity to be involved in the broader review, though it is to be more focused on those aspects related to the review of the PID Act.

Your role will involve supporting the Independent Reviewer, Executives and broader Review Secretariat. We value intellectual curiosity, collaboration, and innovation and we strive to create an environment that enables a successful and thorough Review through the provision of sound judgement and advice. Your role will involve supporting the Independent Reviewer and Executives with analysing stakeholder input, comparative jurisdictional scans, providing research support, composing the report and engaging with external stakeholders including members of the public.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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: Relevant tertiary qualifications in law or a related field is highly desirable.

Notes: This is a temporary position available immediately until 31 January 2024. Selection may be based on application and referee reports only.

How to Apply: Applicants must submit a current curriculum vitae and written response to the Selection Criteria.

Recruitment may be based on application and referees reports only.

Applications should be sent to the Contact Officer.

Contact Officer: Christina Thompson (02) 6205 2078 Christina.Thompson@act.gov.au

Office of Industrial Relations and Workforce Strategy**ACT Property Group****Customer and Tenancy Management****Customer Relationship Manager****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 16979)**

Gazetted: 08 August 2023

Closing Date: 22 August 2023

Details: ACT Property Group is looking for someone experienced in meeting or exceeding our customers expectations, and with the experience and capabilities to provide advice on, discuss and negotiate tenancy matters in a property focussed role at the required level. ACT Property Group is a customer driven organisation. We provide accommodation, property maintenance and property upgrade services to ACT Government, community and commercial customers. This position and team are both vital to ensuring that we understand and deliver our services to meet or exceed customer expectations where possible. The person in this position assists in providing the first point of contact for a group of customers, providing a central account manager for property related activities 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:

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

Current driver's licence (C)

Qualifications in management or the capacity to obtain is desirable.

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two-page pitch that tells the selection committee about your ability to perform the advertised role (Knowledge, Experience, Skills, Behaviour) and why you are the best person for this role. The pitch should:

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brianna Crowe (02) 6205 2368 actpgcorporate@act.gov.au

Access Canberra**Corporate Support and Capability****Skills, Safety and Support**

Assistant Director**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 52584)**

Gazetted: 09 August 2023

Closing Date: 23 August 2023

Details: Do you have a passion for workforce development with a focus on putting people first?

Are you a capable manager with an ability to manage multiple projects and priorities to deliver high quality outcomes?

If so, then this may be an opportunity for you!

Access Canberra are seeking a highly motivated individual who loves to engage and consult with our people to develop and integrate new practice and resolve workforce issues.

To be successful for this role you will have the ability to design and deliver learning and development programs to address the strategic needs of Access Canberra. You will have an ability to lead and manage a small team to provide training and recruitment support to our organisation. You will also have an ability to develop and maintain meaningful relationships with stakeholders, using your liaison and negotiation skills to foster positive outcomes. You will have good working knowledge and ability to use modern ICT systems, including Learning Management Systems. You will also have good working knowledge of the principles, practice and application of learning and development. A strong knowledge of people and performance and sound recruitment practice will be an advantage.

If this sounds like you then we would love to hear from you!

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

Note: This is a temporary position available from October 2023 up to 12 months. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To apply for this role please submit a maximum two-page pitch addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities listed in the Selection Criteria, as well as the details of two referees.

*Applications should be submitted via the Apply Now button below.*Contact Officer: James Bradford (02) 6207 8294 James.Bradford@act.gov.au**Office of Industrial Relations and Workforce Strategy****ACT Property Group****Integrated Facilities Management – Property Maintenance****Director, Property Maintenance and Upgrades****Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 45634)**

Gazetted: 09 August 2023

Closing Date: 23 August 2023

Details: This role leads a team responsible for providing planned building maintenance services across ACT Government owned buildings and properties. The team also manages reactive maintenance and minor upgrades services in specialist areas and identified clients. It is a dynamic job where no day is ever the same. The role manages and leads the Property Maintenance Team, providing professional guidance and direction, programming work responsibilities, liaising and problem solving with clients, ensuring Human Resource matters are addressed and setting the strategic agenda with the team. The role works with other senior staff in ACT Property Group to promote the services of the Group and negotiate service delivery arrangements with ACT Government clients. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Government's delivery of its services through flexible, efficient and cost-effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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:

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

Hold a relevant building degree.

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

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

Mandatory:

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

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: Asbestos Awareness Training - WorkSafe ACT

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

Hold a current driver's licence (C).

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two-page pitch that tells the selection committee about your ability to perform the advertised role (Knowledge, Experience, Skills, Behaviour) and why you are the best person for this role. The pitch should:

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

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

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

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

Contact details of at least two referees.

Applications should be sent to the Contact Officer.

Contact Officer: SeanA Colson 0412 931 834 actpgcorporate@act.gov.au

Treasury/Digital, Data and Technology Solutions

Technology Services Branch

Corporate Applications

Power Platform Specialist

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 48282)

Gazetted: 09 August 2023

Closing Date: 30 August 2023

Details: Digital, Data and Technology Solutions is looking for an energetic person to join the Corporate Applications Section as the Power Platform Specialist.

The successful candidate will commence as the lead developer and work within a small team of Power Platform Specialist SMEs, whilst also working in cooperation with other technical specialists, vendors, and ACT Government directorates. A key element of the Power Platform Developer role is to actively seek out opportunities to mature overall technical capability of the Power Platform service for the ACT Government and to participate in the day-to-day operation of the service.

The Power Platform Specialist will be required to effectively communicate and liaise with a broad range of stakeholders at all levels of the DDTS organisation, as well as the organisations we enable. The role will also engage broadly to support the organisational objectives of the Technology Services Branch (TSB) and be a key contributor to the enablement of hybrid service delivery and design thinking in DDTS.

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 current ACT Government baseline security clearance or ability to obtain one is mandatory.

Highly Desirable:

Tertiary qualifications in a relevant STEM field such as Software Engineering, Information Technology, Information Systems.

Possessing an Infrastructure Technology Information Library (ITIL) Foundation Certificate or strong knowledge of ITIL.

Project management experience and/or qualifications.

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

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

How to Apply: After reviewing the Position Description, please address each of the seven capabilities listed in the "What you require" section of the Position Description, describing your experience and claims of suitability for each capability. Please also provide cover sheets, curriculum vitae, no more than three pages of capability response.

Applications should be submitted via the Apply Now button below.

Contact Officer: Satish Rajesh (02) 6207 1213 Satish.Rajesh@act.gov.au

Economic and Financial Group

Macroeconomics, Modelling and Federal Financial Relations Branch

Economic Modelling and Quantitative Analysis

Director – Economic Modelling and Quantitative Analysis

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60287)

Gazetted: 07 August 2023

Closing Date: 28 August 2023

Details: This is a full-time, non-ongoing position. As a director with a high degree of independence you will work with a small team to progress priority areas of Government economic policy, with a particular focus on the ACT's vehicle registration system. You will be expected to manage and handle large amounts of data, including being responsible for quality assurance of deliverables. You will also lead the preparation of briefings and presentations; undertake bespoke economic and policy analysis. You will become an integral member of the team, working closely with senior staff. The role will require initiative and the ability to communicate effectively. The role requires strong data analysis skills, including advanced Excel proficiency.

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

Eligibility/Other requirements:

Tertiary or post graduate qualifications in economics, statistics or similar field would be an advantage.

Experience using statistical software and programming to undertake modelling and analysis would be an advantage.

Notes: This is a temporary position available immediately until 30 June 2024 with the possibility of extension up to 12 months. A Merit Pool may be established from this selection process and may be used to fill vacancies over the next 12 months.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kai WakermanPowell (02) 6205 9121 Kai.WakermanPowell@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

Children, Youth and Families**CYPS, Practice and Performance****Performance****Operational Policy, Audit and Compliance Officer****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 16552)**

Gazetted: 09 August 2023

Closing Date: 16 August 2023

Details: Do you want to grow your career in an organisation that makes a meaningful contribution to people's lives?

Working with Community Services Directorate (CSD) in the ACT Government provides you the opportunity to help achieve our vision of empowering people to meet their full potential and develop inclusive and strong communities.

The Operational Audit, Policy and Compliance Officer works as part of a team to support Child and Youth Protection Services (CYPS) operational staff with the development, implementation and review of policies, procedures and practice guides, which support CYPS Case Managers to undertake their work in alignment with legislation.

The Operational Audit, Policy and Compliance Officer will also undertake audits with the aim of identifying systemic practice improvement and the provision of findings provided to senior management.

Please see the Position Description for further details about the role.

Eligibility/Other requirements:

Relevant tertiary qualifications or experience in human services, policy or a related discipline (Desired)

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)

A driver's license is desirable.

Notes: This is a temporary vacancy available immediately for up to 12 months with possibility of permanency. A merit pool may 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 statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. 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: Cathy Mathieson (02) 6207 0703 Cathy.Mathieson@act.gov.au

Children, Youth and Families**CYPS, Practice and Performance****Performance****Operational Policy, Audit and Compliance Officer****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 04388)**

Gazetted: 09 August 2023

Closing Date: 16 August 2023

Details: Do you want to grow your career in an organisation that makes a meaningful contribution to people's lives?

Working with Community Services Directorate (CSD) in the ACT Government provides you the opportunity to help achieve our vision of empowering people to meet their full potential and develop inclusive and strong communities.

The Operational Audit, Policy and Compliance Officer (Senior) works as part of a team to support CYPS Operational staff through development, implementation and review of policies, procedures and practice guides which support CYPS case management undertake their work in alignment with legislation. This position will also undertake case

management audits with the aim of identifying systemic practice improvement and the provision of findings provided to senior management. Leading a small project team supporting broader directorate reform priorities to improve data remediation, data hygiene and staff compliance with reporting requirements.

Please see the Position Description for further details about the role.

Eligibility/Other requirements:

Relevant tertiary qualifications or experience in human services, policy or a related discipline (desired, not essential)

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

A driver's license is desirable.

Notes: This is a temporary opportunity available for up to 12 months with the possibility of permanency. A merit pool may 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 statement of no more than three pages demonstrating how their Experience, Skills and Knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. 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: Cathy Mathieson (02) 6207 0703 Cathy.Mathieson@act.gov.au

Communities

Support Services for Children

Operations Manager, Support Services for Children

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60940)

Gazetted: 08 August 2023

Closing Date: 22 August 2023

Details: Are you our new Operations Manager?

Support Services for Children Branch, within Communities Division, is seeking a highly motivated and well organised candidate to join our team. Working under limited direction, our new Operations Manager will provide high-level support to operational services delivered across the branch. The role provides key leadership across the senior management team and will assist with the operations of all sites, including building and staff matters as well as support the Branch with tasks including oversight of operational specific functions. The role will also include recruitment functions, co-ordination of branch planning and reporting, as well as activities and branch requirements under divisional and branch strategic plans. The Operations Manager is responsible for providing high-level support and services across all parts of the branch and the leadership team.

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

Eligibility/Other requirements: Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.

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

Selection may be based on application and referee reports only.

How to Apply: Interested applicants are encouraged to apply addressing the items under "What you Require" and provide a curriculum vitae, plus details of referees. Applications should be no longer than two pages in length.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Summerrell (02) 6207 5718 Jessica.Summerrell@act.gov.au

Office of the Director General

Regulation, Assurance and Quality

Executive Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45198)

Gazetted: 07 August 2023

Closing Date: 14 August 2023

Details: Working within the Community Services Directorate (CSD) represents a fantastic opportunity to do meaningful work and have a positive impact in the local Canberra community. We are currently seeking an Executive Officer to join our Regulation, Assurance and Quality team.

The Executive Officer, Regulation, Assurance and Quality contributes significantly to the operation and efficiency of the Branch. The successful applicant will have the opportunity to support the Executive Branch Manager through the provision of proactive, efficient and effective executive and administrative management: providing timely and relevant advice and information, stakeholder engagement and maintaining procedural integrity within the branch.

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

Eligibility/Other requirements:

A broad understanding of strategic administrative support and issues relating to effective and efficient operation of business units is highly desirable.

Project management and or highly proficient organisational skills is highly desirable.

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

Notes: This is a temporary position available immediately for a 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 your curriculum vitae and a statement of claims against the Selection Criteria (maximum two pages)

Applications should be submitted via the Apply Now button below.

Contact Officer: Will Constantine (02) 6207 7764 Will.Constantine@act.gov.au

Corporate

Governance

Freedom of Information and Legal Coordination

Assistant Director, Freedom of Information

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41146)

Gazetted: 07 August 2023

Closing Date: 21 August 2023

Details: Are you someone who likes to help the community and believes in transparency? The Community Services Directorate (CSD) is looking for an Assistant Director, Freedom of Information (FOI). As an Assistant Director, you will assess incoming FOI applications, interface with clients and then apply relevant legislation to the FOI requests. Applicants should be someone who has an ability to quickly synthesise large amounts of information, supervise and mentor more junior FOI Officers, and provide subject matter expert advice to executives on FOI matters. Most importantly, you will be helping our community members gain access to information they need.

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

Eligibility/Other requirements: Freedom of Information experience is preferred, but not required.

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

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a one to two page written response to support your application. Please ensure your response provides evidence of your suitability for the role, including specific examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities. (Recommend STAR method). You will be asked to attach a current curriculum vitae and provide details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brent Novak (02) 6205 0469 Brent.Novak@act.gov.au

Communities**Office for Disabilities, Seniors and Veterans and Social Recovery****Office for Seniors and Veterans****Senior Director, Office for Seniors and Veterans****Senior Officer Grade A \$157,201, Canberra (PN: 38529)**

Gazetted: 03 August 2023

Closing Date: 10 August 2023

Details: The Communities Division within the Community Services Directorate (CSD) is seeking applications from high performing candidates to temporarily fill the position of Senior Director, Office for Seniors and Veterans. The Office for Seniors and Veterans oversees the implementation of the Age-Friendly City Plan, supports relevant Ministerial Advisory Councils and administers grant programs. You will lead, develop and implement policies, programs and projects as they relate to older Canberrans and veterans and their families.

We are looking for a passionate and committed senior leader who has proven skills and experience in stakeholder engagement, program and budget oversight, and team management.

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

Note: This is a temporary position available immediately until 30 September 2023, with the possibility of extension up to nine months. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit your expression of interest as a one-page pitch, addressing the Selection Criteria in relation to the role to demonstrate your suitability for the position. Please include a current curriculum vitae and contact details of at least two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nick Stathis (02) 6207 1757 Nick.Stathis@act.gov.au

Education

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

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

Executive Group Manager

Temporary Vacancy (24 August 2023 to 6 October 2023 with the possibility of extension)

Education Directorate**Safe at School**

Position: E1237

(Remuneration equivalent to Executive Level 2.3)

Circulated to: #ACTPS Senior Executive List

Date of Circulation: 07/08/2023

The Education Directorate has a short-term vacancy from 24 August 2023 to 6 October 2023 with the possibility of extension to backfill the position of Executive Group Manager, Safe at School.

The Executive Group Manager reports directly to the Deputy Director-General and is responsible for leading and managing a program of work to elevate the Education Directorate's commitment to workplace safety in schools.

The Executive Group Manager will:

- Coordinate a whole of Directorate response to WorkSafe notices and issues raised by unions regarding workplace safety,
- Manage a series of safety-related projects,
- Establish and implement a safety-first culture across EDU and support change management in schools and the Education Support Office (ESO),
- Develop implementation, measurement and assurance mechanisms to embed policy and cultural change,
- Effective and efficient management of the Directorate, its assets, resources and people, and
- Provide leadership and support to the Executive Branch Manager Complex Case Management.

To undertake this role, the candidate must possess the following attributes:

- Demonstrated experience in strategic planning and program/project management.
- Excellent communication, people management, stakeholder engagement and change management skills.
- Relevant knowledge and/or experience in workplace safety and/or industrial relations.
- Knowledge and understanding of service delivery, particularly human services knowledge will be preferred.
- Applicants should be able to demonstrate leadership in strategic public policy and inter-governmental relations.

It is essential applicants can work flexibly in a fast-paced environment, with some out of hours work required.

Remuneration: The position attracts a remuneration package ranging from \$336,019 - \$349,479 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$299,120.

To apply: Applications should include a maximum one-page expression of interest and a Curriculum Vitae with the details of two referees to Jane Simmons via email by COB, Monday, 14 August 2023.

Contact Officer: Jane Simmons jane.simmons@act.gov.au

Office for Schools

Belconnen Network

Mount Rogers Primary School

Youth Worker

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 62470)

Gazetted: 09 August 2023

Closing Date: 23 August 2023

Details: Mount Rogers Primary School is a Preschool-Year 6 school with approximately 580 students in the Belconnen network. The Youth Worker role involves working collaboratively with the leadership team and classroom teachers to support students experiencing difficulty engaging in school and/or the wider community. The successful applicant will demonstrate a proven capacity to connect with students, as well as experience in developing, implementing and managing support programs related to education, social and personal development, vocation and wellbeing. This includes facilitating access to appropriate community-based youth support services, programs and community agencies. Vital to the position will be strong interpersonal skills, displaying the ability to communicate effectively and work in partnership with members of staff, students, families and external organisations.

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 \(a.ct.gov.au\)](#)

HIGHLY DESIRABLE

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

Previous experience working in schools and/or in the field of Youth Work.

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Notes: This is a temporary position available immediately until 27 September 2024 with the possibility of permanency.

Selection may be based on application and referee reports only.

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

How to apply: Please provide the following:

- * A written statement (no more than three pages) addressing the relevant skills and abilities (Selection Criteria)
- * A current curriculum vitae

Applications should be submitted via the Apply Now button below.

Contact Officer: Todd McCoy (02) 6142 2750 Todd.McCoy@ed.act.edu.au

School Performance and Improvement**School Improvement****Administration Service Officer****Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 09451)**

Gazetted: 08 August 2023

Closing Date: 15 August 2023

Details: The position of Administrative Services Officer provides high level executive administrative support within the School Improvement Branch.

The applicant will require excellent oral and written communication skills, the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with senior executives, other ACT Government officials, private sector and industry stakeholders and members of the public. The position requires a flexible and adaptable approach to tasking to ensure workflow progress in a timely and efficient manner.

What You Require

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

Relevant Knowledge

High level administrative and management ability, good organisational skills and attention to detail along with knowledge of business processes in a government or similar environment

Demonstrated ability to be flexible, responsive and adaptable in a changing environment and work with minimal supervision to meet deadlines

Demonstrated excellent verbal and written communication, interpersonal and teamwork skills along with

demonstrated experience successfully liaising/negotiating with a broad range of individuals and groups

Demonstrated ability to maintain confidentiality and handle issues of a sensitive nature with tact and discretion

Understanding of the public service values covering ethical standards and a demonstrated self-awareness and

professionalism. A proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices

Professional / Technical Skills And Knowledge

Highly developed proficiency in the Microsoft Suite of applications

Behavioural Capabilities

I design and implement improvements to business processes, policies, or ways of working to support broader organisational changes

I research and consult widely to make evidence-based choices using a variety of sources and use information to effectively solve problems and prioritise

I align my actions, advice, and information I provide with the Government's priorities/ directions and stakeholder needs

Eligibility/Other requirements:

Highly Desirable: The position requires a high understanding of administrative processes, computer systems and an understanding of the education environment or the ability to adapt accordingly.

Notes: This is a temporary position available immediately for three months with the possibility of extension up to 12 months 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: Please submit your Curriculum Vitae, a written pitch to the role of one page with two referees who have a thorough knowledge of your work performance and outlook. Applications should be submitted via the link.

Pitch:

The pitch is integral to the application and should be based on the position information.

Curriculum Vitae:

Your Curriculum vitae should be current and provide relevant information about your education, employment history, experience, and workplace achievements. It should be formatted for ease of reading.

Referees:

In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

The Merit Selection process:

The committee will use the standard selection techniques in accordance with merit principles and include short listing, interviewing, and refereeing, not necessarily in this order, to determine a list of suitable applicants. These may be supplemented by other assessment techniques that the selection committee considers necessary including assessment on the pitch and referee reports only.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janet Abbott (02) 6205 5179 Janet.Abbott@act.gov.au

School Performance and Improvement

Tuggeranong

Lanyon High School

Student Administration and Data Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 62475)

Gazetted: 08 August 2023

Closing Date: 22 August 2023

Details: School Overview

Lanyon High School caters to students from years 7 – 10 in the southern suburbs of Tuggeranong with around 475 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.

Position Overview

This is a school operational position that is responsible for ensuring that records, reports and data are accounted for and entered into systems with a high level of accuracy. The successful applicant will be a clear communicator and will be able to collaborate with all administrative and executive staff around the processes and policy associated with student data. The Student Administrator and Data Officer will play an important role in contributing as an effective member of the school administration team.

Eligibility/Other requirements:

Compliance Requirements / Qualifications

This position requires a Working with Vulnerable People (WWVP) registration.

Desirables

Qualifications in IT specifically data bases

Knowledge of Sentral and timetabling solutions systems as well as other software packages such as Microsoft Excel and databases

Notes: This is a temporary position available from 31 August 2023 until 28 February 2024 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit your response of up to three pages in length addressing the seven selection criteria as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date.

Applications should be submitted via the Apply Now button below.

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

School Performance and Improvement

Tuggeranong

Lanyon High School

Enrolments Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 61777)

Gazetted: 08 August 2023

Closing Date: 22 August 2023

Details: School Overview

Lanyon High School caters to students from years 7 – 10 in the southern suburbs of Tuggeranong with around 475 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.

Position Overview

The Enrolments Officer will provide a high standard of administrative assistance and support to the school through maintaining all 7-10 enrolments whilst following all relevant policies and procedures. As a member of the Front Office team, this position is responsible for the coordination of enrolments and a variety of administrative duties essential to the operations of the school. The successful applicant will have the capacity to work with specific ICT systems and data, have good attention to detail, the ability to work independently, plan, set priorities and meet deadlines. You will need to be able to work in a busy, dynamic and ever-changing team environment and in collaboration with various stakeholders. This role is vital to the daily operation of the school.

Eligibility/Other requirements:

Compliance Requirements / Qualifications

This position requires a Working with Vulnerable People (WWVP) registration.

Desirables

Experience in an administration role

Excellent knowledge of Microsoft Outlook, Word and Excel

Knowledge of Sentral

Notes: This is a temporary position available from 30 August 2023 until 28 February 2024 with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit your response of up to three pages in length addressing the six selection criteria as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date.

Applications should be submitted via the Apply Now button below.

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

Classroom Teacher

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: Classroom Teacher, several)

Gazetted: 07 August 2023

Closing Date: 22 August 2023

Teach in Canberra: Design technology teachers

Teach in Canberra: Graduate teachers

Teach in Canberra: Primary school teachers

Teach in Canberra: Secondary school teachers

Nation leading public school pay and conditions

Reduced face-to-face teaching hours

In-school mentoring support

Ongoing professional learning

About us

Join a leading learning organisation where you matter, working with experienced and supportive school leaders.

By teaching in the growing ACT public school system, you will make a real difference to the lives of the young people of Canberra. In 2024, we're opening our 91st school in a system delivering excellent, inclusive and equitable outcomes for every child and young person. We are seeking design technology teachers (Metalwork, woodwork and/or industrial design for years 7 to 12) who are enthusiastic, innovative and willing to engage and nurture curiosity and creativity.

Our system offers nation leading pay and conditions and a better classification structure that supports school leaders, new educators and experienced teachers. We'll also help with your relocation expenses (up to \$12K). Our teachers have:

Better workloads that prioritise educational leadership, teaching and learning.

4 staff development days a year at the beginning of each term (student free) from 2024.

Guaranteed minimum 3 hours release time per week for all staff within school hours.

A New Educator Support Program to set new educators up for success.

Leading face to face teaching conditions.

The right to disconnect outside of work hours, including a reset on community expectations outside of hours for a better work/life balance.

Graduate starting salaries for 2024 start at \$84,978

Experienced teacher salaries for 2024 range from \$101,447 to \$121,038

About you

You will be a dynamic, professional and contemporary educator who will:

Develop relationships across your professional and school community to provide the best student experience.

Demonstrate an ability to work effectively and collaboratively in a team environment.

Have strong class management skills enabling a supportive learning environment.

Adhere to Work Health and Safety standards.

Eligibility requirements for employment

To be able to teach within the ACT Education system you must:

Hold and/or be eligible for teacher registration with the Teacher Quality Institute (TQI) prior to starting your employment.

Hold a current ACT Working with Vulnerable People (WwVP) registration.

Be an Australian citizen and/or be permanent resident and/or hold a valid working visa.

Business sponsorship is available but assessed on an individual basis. Email eduteachincanberra@act.gov.au to find out more.

Why Canberra?

Enjoy a work/life balance in a progressive city where everything is only a 30-minute drive away!

You can change schools without the need to relocate from where you live.

Canberra is a safe, welcoming, and multicultural city, where you can enjoy easy access to nature reserves, parks, lakes and mountains as well as contemporary and dynamic urban spaces and foodie and shopping precincts.

Canberrans love their active lifestyle. Our residents have the highest participation level for organised sport in the country. We also love a good event – whether it be artisanal markets, our annual spring festival featuring one million blooms by the lake, our annual multicultural food fair or hot air balloon festival in autumn.

Canberra is a city offering endless opportunity. But don't take our word for it – find out more about why Canberra is a great place to live and work.

How to apply

Apply via our job portal [here](#) noting you will need to attach the following documents:

A two-page pitch providing practice examples of your experience aligned to the Australian Professional Standards with an emphasis on the results you have achieved.

Your resume.

Contact details of two referees.

A copy of your registration from your local regulatory authority. If currently studying, evidence of enrolment in an accredited Initial Teacher Education program.

We welcome applications from teachers all year round. Please email us at eduteacherrecruitment@act.gov.au to find out about the many opportunities with ACT public schools.

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

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

School Improvement

South Weston Network

Canberra College

SLC CCCares VET and Future Focused Learning

School Leader C \$132,293, Canberra (PN: 54249)

Gazetted: 03 August 2023

Closing Date: 13 August 2023

Details: CCCares is a dynamic environment founded on trusting and supportive relationships for young pregnant, parenting and students as carers. Students focus on an extended pathway to achieving an ACT Year 12 Certificate, employment and further training and the team construct individual pathways for each and every student under their care. Many of the students attend with their own children who are cared for during the school day.

The successful applicant will be required to:

Work collaboratively with the college leadership team to identify, develop and implement strategic goals and objectives in line with the Directorate Strategic plan and school improvement plan.

Lead teaching and learning in line with ACT BSSS, VET RTO requirements through the lens of the Canberra College Future Focused PLC program.

Embed a continuous quality improvement process and effectively apply a change management process.

Cultivate and maintain partnerships with key stakeholders and the wider ACT community to promote and support the CCCares program.

Collaboratively lead and manage a team of support staff across a range of roles, including transport, adjunct childcare, cafe and learning support

Maintain flexibility to support students through a range of complex and challenging situations.

Work with and contribute to the life of the wider college community.

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

Eligibility/ Other Requirements

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher

Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Cert IV Trainer Assessor and Hospitality qualifications desirable.

Notes: This position will be filled using an order of merit through Joint Selection Committee. Positions may be filled via application and referee only, however selection interviews may also be utilised.

How to apply: Applications should be submitted via Jobs ACT and include Statements of merit against all five School Leader Capabilities, a current curriculum vitae of two pages and include a minimum of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Vaughan (02) 6142 3288 Simon.Vaughan@ed.act.edu.au

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

Service Design and Delivery

Digital Strategy, Services and Transformation

Azure Data Engineer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 37134)

Gazetted: 03 August 2023

Closing Date: 17 August 2023

Details: Working as part of the Data Insights Program team, you will use and develop your technical skills to build integrations and ingest data in accordance with data governance requirements. You will help to automate processes providing the education system with efficiencies and assist with BigData strategies enabling business insights for evidence-based decisions.

The Azure Data Engineer is responsible for designing, developing, and maintaining data solutions on the Microsoft Azure platform within the Education Directorate.

The ideal candidate will have experience in Azure Synapse Analytics and Databricks using Python (PySpark) and SQL, as well as a strong understanding of data warehousing, data lakes, and big data technologies.

Eligibility/Other Requirements:

Must be a citizen or permanent resident of Australia.

Bachelor's degree in computer science, data science, or a related field is desirable.

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

Selection may be based on application and referee reports only.

How to Apply:

In two pages or less please detail (related to the Selection Criteria) –

Why you want the role.

What you would bring to the role and what you would get out of it.

Describe achievements with results/outcomes relevant to the Selection Criteria.

A current curriculum vitae.

Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jai Vaitheswaran (02) 6205 2251 Jai.Vaitheswaran@act.gov.au

School Improvement

South Weston Network

Canberra College

SLC CCCares Community Engagement and Future Focused Learning

School Leader C \$132,293, Canberra (PN: 52450)

Gazetted: 03 August 2023

Closing Date: 13 August 2023

Details: CCCares is a dynamic environment founded on trusting and supportive relationships for young pregnant, parenting, and students as carers. Students focus on an extended pathway to achieving an ACT Year 12 Certificate, employment, and further training and the team constructs individual pathways for each and every student under their care. Many of the students attend with their own children who are cared for during the school day.

Work collaboratively with the college leadership team to identify, develop and implement strategic goals and objectives in line with the Directorate Strategic plan and school improvement plan.

Work with multiple agencies to provide holistic health, education, welfare, and living supports for young people and their families.

Advocate for the needs of young people and their children with sensitivity and in line with legislative requirements.

Lead the development of learning programs to build resilience, skills and well being in vulnerable young people.

Collaboratively lead and manage a team of support staff across a range of roles, including transport, adjunct childcare, cafe, and learning support

Lead and implement strategies for the development of a safe and supportive community.

Maintain flexibility to support students through a range of complex and challenging situations.

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

Eligibility/ Other Requirements

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

Cert IV Trainer Assessor and Hospitality qualifications desirable.

Notes: This position will be filled using an order of merit through Joint Selection Committee. Positions may be filled via application and referee only, however selection interviews may also be utilised.

How to apply: Applications should be submitted via Jobs ACT and include Statements of merit against all 5 School Leader Capabilities, a current curriculum vitae of two pages, and include a minimum of 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: Simon Vaughan (02) 6142 3288 Simon.Vaughan@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

Development and Implementation

Project Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 53886)

Gazetted: 07 August 2023

Closing Date: 21 August 2023

Details: Would you like to play a role in shaping our city through significant urban renewal projects?

The Development and Implementation Division within the Environment, Planning and Sustainable Development Directorate (EPSDD) is looking for an experienced Project Officer to assist with the delivery of significant urban planning and land development projects.

This exciting role requires someone who can coordinate multiple activities, and manage procurement and contractual processes associated with the preparation, development and delivery of significant urban renewal projects. The role also requires someone who can assist with the preparation of complex planning documentation and undertake community and stakeholder engagement activities.

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

Eligibility /Other Requirements: Relevant experience, tertiary and/or professional qualifications in planning, environmental and sustainability, architecture, landscape architecture, and/or project management are highly desirable. Progress towards or the completion of relevant qualifications will also be highly regarded.

Note: This is a temporary position available immediately for 12 months with possibility of extension. A Merit Pool or Merit List may be established from this selection process. Selection may be based on application and referee reports only. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should provide their curriculum vitae, including contact details of two referees, and a two-paged pitch addressing the Selection Criteria as detailed in the Position Description – covering skills, knowledge and behaviour.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Overton (02) 6207 6899 Mark.Overton@act.gov.au

Environment, Heritage and Water

ACT Parks and Conservation Service

Operations Coordination and Planning

Assistant Director Operation Coordination

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14956)

Gazetted: 03 August 2023

Closing Date: 17 August 2023

Details: The Parks and Conservation Service (PCS) is looking for an energetic and enthusiastic Assistant Director to develop, manage and deliver operational support and planning outcomes across our broad and distributed workforce. The Assistant Director Operations Coordination will show initiative and interface with officers on the ground to deliver outcomes that support the day-to-day work of our team, link operational planning with PCS and Government goals and deliver good governance through the planning process.

The ACT Parks and Conservation Service (PCS) is a branch of the Environment, Heritage, and Water Division with responsibility for management of our parks, reserves and commercial forests. It protects and conserves the natural and cultural resources of the ACT, promotes appropriate recreational, educational, and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra. In addition, PCS manages a commercial forestry estate on behalf of the ACT Government providing a broad recreation facility, carbon capture and an economic return for the ACT community.

The successful candidate will lead a team and a work program that delivers spatial/mapping products, technical support for PCS systems, capture and report workplan activities, facilitate data integration and identify innovative ways to support PCS staff with operations and planning outcomes. The Operations Coordination team embodies a staff led approach to solutions design and will support a diverse work program. The team also maintains responsibility for the development of the PCS intranet, dashboards, and open data transfer.

This role reports to the Senior Director Operations Coordination and Planning, 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

Applicants must possess and maintain a current driver's licence.

Be prepared to wear a uniform.

Highly Desirable

Tertiary qualifications and/or highly relevant experience in a relevant field

A knowledge of natural resource management

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

Selection may be based on application and referee reports only.

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

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

Contact Officer: Luke Halls 0466 402 641 Luke.Halls@act.gov.au

Justice and Community Safety

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

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

Security and Emergency Management**Emergency Management****Capability and Preparedness****Assistant Director, Emergency Management Capability and Preparedness****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 07199)**

Gazetted: 09 August 2023

Closing Date: 23 August 2023

Details: The Assistant Director Policy and Programs is an exciting position responsible for supporting the development and implementation of high-level whole-of-government emergency management policies and projects to assist the ACT Government in keeping Canberrans safe. The Assistant Director Policy and Programs has primary responsibility of assisting the Director, Emergency Management Capability and Preparedness in producing high level guidance and managing the implementation of strategic projects across emergency planning, exercise management, lessons management and whole of government preparedness.

The successful applicant will be able to work independently on a range of policies or programs as directed by the Director, Emergency Management Capability and Preparedness, liaise effectively across government and deliver on an end-user focused program of work that builds whole of government capability and preparedness for disasters.

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:

Professional / Technical Skills and Knowledge

Demonstrated experience in reviewing, enhancing, developing and producing strategic policy and experience in managing and delivering strategic projects, in an emergency management or similar environment.

Demonstrated experience in forward planning for work programs or projects and preparation of high level written materials.

Demonstrated experience in stakeholder management including ability to work collaboratively to achieve positive focussed results.

Well developed oral communication skills including ability to communicate with a diverse range of stakeholders.

Behavioural Capabilities

Well-developed liaison, negotiation and interpersonal skills, including the ability to develop and foster productive relationships with a wide range of internal and external stakeholders to achieve policy and strategic outcomes.

Highly developed organisational skills, including the ability to effectively manage multiple tasks, determine priorities and deliver outcomes under tight timeframes to achieve government priorities.

Notes: This is a temporary position available from 04 September 2023 until 28 June 2024. Selection may be based on application and referee reports only. This position is 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: Applicants should prepare a two-page pitch that addresses the Eligibility/Other Requirements for the role and a curriculum vitae

Applications should be submitted via the Apply Now button below.

Contact Officer: Cameron Beresford (02) 6205 2588 Cameron.Beresford@act.gov.au

Office of the Director General**Executive Officer to the Deputy Director-General Community Safety****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 47155)**

Gazetted: 09 August 2023

Closing Date: 16 August 2023

Details: The Office of the Director-General is seeking a suitable person to fill the role of Executive Officer to the Deputy Director-General Community Safety.

Under the limited direction of the Deputy Director-General, the Executive Officer will:

Provide high-level executive support to the Office of the Director-General.

Prepare and/or coordinate briefings and correspondence for the Deputy Director-General.

Undertake projects and conduct research and analysis for the Deputy Director-General.

Manage sensitive appointments for the Deputy Director-General.

Prepare speeches and talking points for the Deputy Director-General.

Provide advice and support to the JACS Senior Executive and executive administrative staff on priority matters, including responding flexibly to emerging priorities.

Proactively identify and escalate priority issues requiring Deputy Director-General attention.

Liaise and coordinate with JACS Executives and their business units, other ACTPS Directorates and external stakeholders on behalf of the Director General.

Provide support to the Deputy Director-General's attendance at various strategic forums and committees.

This position may involve direct supervision of 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: Possession of, or the ability to acquire a Negative Vetting (NV 1) national security clearance.

The occupant of this role will be required to undergo a Police Check.

Note: This is a temporary position for three months, with the possibility of extension up to six months. Selection may be based on application and referee reports only.

How to Apply: Interested candidates are requested to provide a written pitch (maximum two pages) outlining relevant skills/experience related to the Professional/Technical Skills and Knowledge and Behavioural Capabilities of the role, which can be found in the position description. Please also provide a recent curriculum vitae and the contact details of two referees.

Applications should be submitted to the Contact Officer.

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: ClaireL Buxton (02) 6205 3824 ClaireL.Buxton@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Emergency Operations

Operations Manager

Ambulance Manager Level 2 \$141,918 - \$149,471, Canberra (PN: 21966)

Gazetted: 09 August 2023

Closing Date: 23 August 2023

Details: The ACT Ambulance Service is responsible for providing emergency and non-emergency ambulance service to the ACT community. The Operations Manager is an integral part of the ACTAS leadership team, which is designed to translate organisational strategic intent into operational outcomes. The Operations Manager may be required to work in operations from time to time either in a Command function at mass gathering events or large-scale incidents; in the role of Duty Officer; as a member of an ambulance crew or as a single responder.

We are seeking highly motivated people who will bring their great communication skills to our team. With a focus on people, leadership and management. You will be well-organised in balancing competing priorities and be someone who lends their operational experience to delivering patient-centric and efficient ambulance services to the community.

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:

Current ACT C driver's license or interstate equivalent.

Current AHPRA Paramedic Registration.

Current Authority to Practice at Ambulance Paramedic level or above with a minimum of five years experience with the ability to deploy into operations as a member of a response crew.

Desirable:

Command and Control Qualifications (AIIMS, Incident Command (IC) Level 2 / IC Level 3 / MIMMS or equivalent).

Post Graduate qualifications in management / HR / Leadership (or working to complete).

Ability to obtain National Security Clearance at the Neg Vet 1 level.

Notes: This is a temporary position available immediately for three to six months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit:

Completed Application Cover Sheet.

Two-page A4 statement addressing the capabilities for this position with relevant examples aligned with the roles and responsibilities.

One page curriculum vitae

Scanned copy of your AHPRA registration or application receipt.

External applicants will also require the additional:

Completed Statutory Declaration.

Signed medical consent form.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Lundy (02) 6207 8482 Rebecca.Lundy@act.gov.au

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

Corporate

Governance & Business Improvement

Audit Secretariat and Assurance Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 47900)

Gazetted: 08 August 2023

Closing Date: 22 August 2023

Details: The Governance and Business Improvement Branch has an exciting opportunity for an enthusiastic and motivated individual to fulfil the role of Audit Secretariat and Assurance Officer. Working closely with the Assistant Director, Internal Audit, the Audit Secretariat and Assurance Officer supports the Audit and Risk Committee to effectively deliver its independent advice and assurance to the Director-General. The positions also assists in the delivery of internal compliance and assurance reviews. The successful applicant will need to develop and foster effective working relationships across the directorate, including with members of the Executive and Audit and Risk Committee. The position will suit a professional and well organised individual who has the ability to work flexibly, show initiative and manage a range of competing priorities under limited direction.

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

Knowledge, experience and qualifications relevant to an internal audit role will be highly regarded but are not essential.

Notes: This is a temporary position available immediately until 30 June 2024.

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: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Callow (02) 6213 0762 Lauren.Callow@act.gov.au

Emergency Services Agency

Assistant Commissioner Operations

Senior Director, ACT ESA Communications Centre

Senior Officer Grade A \$157,201, Canberra (PN: 36182)

Gazetted: 08 August 2023

Closing Date: 22 August 2023

Details: The Emergency Services Agency is seeking applications from highly motivated, experienced, and suitable individuals to provide high-level leadership as the Senior Director to the E000 Communications Centre (ComCen) workforce. This role manages the ComCen facilities and provides assurance to the Assistant Commissioner – Operations, the ESA Chief Officers, and the Commissioner for the 24/7 operations of the ComCen.

As the Senior Director, ACT ESA Communications Centre; you will ensure an uninterrupted ComCen serving the Territory community in times of crisis. A key component of the role is to work with operational service representatives, technical experts, senior ComCen staff and other key stakeholders to review, implement and monitor evidence-based service requirements. These responsibilities and key performance indicators are informed by community demand.

You will be responsible for ensuring the management and maintenance of all ComCen room equipment, facilities, training facilities and backup site locations are maintained and fully operational. This role works collaboratively with the embedded Information and Communications Technology team to ensure availability and redundancy of the various systems including Computer Aided Dispatch (CAD), telephony, and radio services.

In addition, as the Senior Director, ACT ESA Communications Centre you will represent the ESA at external groups such as the National Emergency Communications Working Group, the Inter-CAD Electronic Message System Coordination Group and interstate liaison with other E000 centers as required.

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

Eligibility/Other requirements:

This position is a Designated Security Assessment Position. The successful candidate will be required to acquire and maintain a Negative Vetting 1 Security clearance.

The occupant of this position will be required to undertake part of the duties outside normal business hours and on weekends in response to emergencies.

Driver's licence C is essential.

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

Tertiary qualifications in management or related discipline is highly desirable.

Experience as a senior manager, in the general management and control of a key operational branch/section of an agency engaged in the delivery of emergency services to the community is highly desirable.

Experience in the management of a communications centre engaged in delivery of emergency services to the community is desirable.

Notes: This is a temporary position available immediately until 12 January 2024 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a pitch of no more than two-pages addressing the position Capabilities, together with your curriculum vitae and the contact details of at least two referees. Please see the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Jones (02) 6207 5967 Jason.Jones@act.gov.au

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

Human Rights Commission**Victims of Crime Commission****Family Violence safety Action Program****Assistant Director - Family Violence Safety Action Program****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 51911)**

Gazetted: 03 August 2023

Closing Date: 14 August 2023

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

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

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

providing a forum for the sharing of information that increases the visibility and accountability of DFV perpetrators developing coordinated safety action plans

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

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

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

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

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

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

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

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

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

Eligibility/other requirements:

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

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

The position requires a Working with Vulnerable People Check

The Position requires a national police check.

Note: There is one full-time permanent position and one short-term temporary (three months) Acting Assistant Director

These positions are available immediately. An order of merit or merit pool will be established from this selection process and may be used to fill future similar vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to apply: See the attached Position Description for further information regarding duties and responsibilities.

Interested applicants should prepare a two-page pitch addressing the Selection Criteria with a focus on leadership capabilities, case coordination for people impacted by DFV and engagement with DFV perpetrators.

Please submit your pitch, along with a curriculum vitae and the contact details of at least two referees.

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

Contact Officer: Kim Ward (02) 6207 1517 Kim.Ward@act.gov.au

ACT Corrective Services

Corporate Services

People and Culture Advisor

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 11213)

Gazetted: 03 August 2023

Closing Date: 17 August 2023

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and conscientious person to fill the role of People and Culture Advisor (ASO6) within the People and Culture Unit.

The successful applicant will oversee the recruitment function of the Agency, including bulk recruitment processes, to ensure timely and efficient service to internal and external clients.

In addition, you will provide responsive, high level client service, along with a demonstrated understanding and knowledge of relevant HR-related policies and procedures and a commitment to their application in a work context.

Further to this, you will prepare operational correspondence, briefing notes and reports, to assist with executive decision-making, and ensure efficient internal tracking of all relevant human resources activities.

The successful applicant will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

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

Eligibility/Other Requirements:

Understanding of ACT Government Employment Frameworks will be highly regarded.

The successful candidate will be required to undergo a criminal record check.

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

How to Apply: To apply, applicants are required to submit two items -

A one to three page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christopher Watkins (02) 6207 1033 Christopher.Watkins@act.gov.au

ACT Government Solicitor

Legal Support

Senior Legal Assistant

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 42633, several)

Gazetted: 07 August 2023

Closing Date: 21 August 2023

Details: This dynamic position works as part of a busy team to provide high level administrative support in a professional environment.

The Senior Legal Assistant works under the direction of a team leader and liaises with a range of stakeholders both within the ACT Government and externally and is required to maintain a high level of confidentiality and discretion, respond quickly to business needs, and adhere to tight timeframes.

Competitive candidates will demonstrate strong organisational and interpersonal skills, the ability to provide excellent support to solicitors 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.

Please note that you do not have to have previous experience in a legal environment.

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

Eligibility/Other requirements: The successful candidate will be required to undergo a criminal record check.

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

How to Apply: 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 Behavioural Capabilities. The pitch is not to exceed two pages. Details of two referees that can be contacted are also required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joan Connor (02) 6205 4313 Joan.Connor@act.gov.au

ACT Courts and Tribunal**Corporate Services and Strategy****Strategic Finance****Finance Officer****Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 62301)**

Gazetted: 03 August 2023

Closing Date: 10 August 2023

Details: ACT Courts and Tribunal (ACTCT) is seeking an enthusiastic and motivated team player to contribute to a complex finance team which provides high quality core finance functions. The position requires an analytic and dynamic thinker who can monitor and track progress of multiple financial tasks to meet tight deadlines.

Under the broad direction of the Senior Director, Strategic Finance, the successful applicant will be responsible for a range of accounting and financial tasks.

The successful applicant will demonstrate proven ability to:

Process a variety of accounting activities including journals and accruals in line with public sector financial requirements and legislation;

Trust account reconciliations and travel expense claims;

Liaise with clients and internal and external stakeholders to resolve accounts payable, receivable and processing issues; and

Provide support to the finance team as required.

Eligibility/Other requirements: Finance qualifications or working towards a qualification is highly desirable.

Previous experience working in a finance environment is also highly desirable.

How to apply: Potential candidates should include a supporting statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities which can be found in the Position Description and a current curriculum vitae including the details of two referees.

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

Contact Officer: Simon Powell (02) 6207 1064 Simon.Powell@Courts.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**Project Management Office****Work Health and Safety****Director, Construction WHS****Senior Professional Officer Grade B \$135,355 - \$152,377, Canberra (PN: 62605)**

Gazetted: 09 August 2023

Closing Date: 23 August 2023

Details: Major Projects Canberra are seeking a Director Construction WHS who will provide coaching, education, and support to Project Teams in the effective execution of MPC's Project Delivery Services and WHS Management System.

The Director Construction WHS will partner with project teams to support site walks, provide specialist WHS advice, support risk reduction, improvement and assurance activities, review site incidents and verify control implementation.

To be successful in this position you will be a qualified safety or project leader with construction industry experience.

What we offer:

A hybrid working model focused on collaboration and teamwork.

Competitive salary and work-life balance initiatives.

Working in a passionate team of WHS and project management professionals.

Meaningful work contributing to safe outcomes on ACT Government construction sites.

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:

Qualification in WHS, Engineering, Architecture or Project Management; and

Experience in the construction industry.

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

How to Apply: Please submit no more than a two-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the Position Description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michaellee Thornton 0409 847 029 michaellee.thornton@act.gov.au

Infrastructure Delivery Partners**Executive****Director, Private Buildings Cladding Scheme**

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 15081, several)

Gazetted: 08 August 2023

Closing Date: 22 August 2023

Details: An exciting opportunity is available in the Private Buildings Cladding Program within Major Projects Canberra.

The Private Buildings Cladding Scheme provides concessional loans to owners of eligible apartment buildings. It is an important safety project for the Territory and has attracted high levels of media attention. Two director positions have become available in the Private Buildings Cladding Team.

As the Director you will play a key role in overseeing the administration of the program, including engaging with stakeholders, implementing improvements to processes and practices to enable a customer focussed stream-lined process and managing the relationship with the agency that has been procured by the Territory to service the loans. You will require high level stakeholder skills, good analytical skills and an ability to meet changing priorities and develop practical workable solutions.

The successful applicant will be a highly motivated leader within the team, promoting effective risk management and providing high level guidance and advice to staff. You will gain solid policy and program management experience and have many opportunities to engage with senior management. We offer the opportunity to work on a high-profile program, in a supportive and professional team environment, that allows you to apply and build on your skills to advance your career to the next level and make a difference to the safety of the Canberra community.

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 for six months with the possibility of extension up to 12 months.

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

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: Sunila Srivastava (02) 6205 1947 Sunila.Srivastava@act.gov.au

Project Development and Support**Finance****Finance Officer**

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 36719)

Gazetted: 04 August 2023

Closing Date: 18 August 2023

Details: Do you have experience in coordinating financial reports and providing financial processing support? This could be your opportunity to join the Project Development and Support team in Major Projects Canberra (MPC) as our new Finance Officer.

Project Development and Support provides leadership and contribute strategic direction for MPC, focussing on innovation, collaboration and high performance. The Division is responsible for business case development and

planning of major projects, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government.

As the new Finance Officer you will be responsible for preparing monthly financial reports, managing cash drawdowns, reconciliation and analysis of finance reports and preparation and monitoring of external and internal budgets.

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 are highly desirable.

Experience in the use of Oracle Financial Management Information System is highly desirable.

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

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: Sophie Liu (02) 6205 4264 Sophie.Liu@act.gov.au

Transport Canberra and City Services

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

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

City Services

Roads ACT

Road and Path Networks

Asset Officer

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 62397, several)

Gazetted: 09 August 2023

Closing Date: 16 August 2023

Details: These two positions will be part of a team committed to the asset management of the Territory's road maintenance portfolio specifically road pavements. This includes but not limited to road condition inspection, technical engineering analysis, preparation and implementation of annual resurfacing program, procurement and management of contracts related to road pavements.

As an Assets Officer in Roads ACT, you will have strong teamwork, a keen eye for detail, and the ability to think analytically. The position will best suit you if you enjoy tasks such as solving problems, building effective systems to manage assets, producing accurate technical reports, getting out of the office to perform site inspections.

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

Driver's licence, C-Class, is essential.

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

Tertiary qualifications in civil engineering/traffic engineering and/or related disciplines with a minimum of three years' experience is highly desirable.

This position does not require a pre-employment medical.

ACTPS employees on a visa with work rights are eligible to apply.

Notes: There are several temporary positions available immediately until 27/10/2023, with possibility of extension up to six months maximum.

This position may require prolong outdoor activities like, but not limited to, driving, walking while conducting road inspection, standing while site surveillance works along with project/contract management tasks.

Selection may be based on application and referee reports only.

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

How to apply: Expressions of interest are sought from potential candidates and should include:

A supporting statement of no more than 1000 words outlining experience and/or ability and addressing the five selection criteria listed under 'WHAT YOU REQUIRE' section of the attached Position Description.

Contact details of two referees.

A current curriculum vitae (resume), maximum two pages, with job description related information.

Submit your expression of interest by email to Nahin.Rahman@act.gov.au by the closing date.

City Services

City Presentation

Urban Treescapes

Leading Hand, Operations

General Service Officer Level 5/6 \$62,078 - \$68,143, Canberra (PN: 13178, several)

Gazetted: 03 August 2023

Closing Date: 24 August 2023

Details: Do you thrive in the open air, enjoy physical work, and appreciate the benefits of trees? Urban Treescapes has an opportunity for you.

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. Our team 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 multiple full-time, permanent vacancies for the role of Leading Hand, Operations across multiple tree maintenance depots beginning as soon as possible.

Leading Hands are responsible for leading a small team of workers carrying out tree maintenance activities. Duties will include carrying out site specific risk assessments, ensuring crews work safely, and working with the team to complete and record assigned work.

Successful applicants will have a passion for trees, great customer service, and an appreciation for the importance of positively influencing team members and individual outcomes.

What we can offer you:

Benefits and incentives: permanent, full-time positions with an attractive employment package including bi-annual pay rises, allowances, plus 10.5% superannuation. We also offer various employee health and wellbeing programs including discounted memberships to over 100 gyms and locations.

Balance: you can have a fantastic work/life balance with the opportunity to work a nine-day fortnight and access to generous leave entitlements.

Opportunity to grow, we provide up-skilling opportunities, training, and networking to ensure you are constantly able to grow within your career.

A role with purpose, you will see the part you play in making Canberra a better place.

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

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

How to Apply: Applications should include:

A statement of no more than two pages addressing the numbered Selection Criteria listed in the 'What you require' section of the Position Description.

A current curriculum vitae.

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: John Peri 0417 22 457 John.Peri@act.gov.au

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

City Services**City Presentation****Place Management****Leading Hand- Weed Control****General Service Officer Level 7 \$70,205 - \$74,037, Canberra (PN: 62284)**

Gazetted: 03 August 2023

Closing Date: 17 August 2023

Details: The General Services Grade 7 position within Place Management are responsible for leading a team engaged in weed control services and the maintenance of the of urban open space areas.

Day to day activities of this position include planning and programming amenity weed control work per the amenity weed control guidelines and working with the teams in the field, ensuring WHS requirements are met, including risk assessments and implementation of temporary traffic management measures.

This role will deliver the annual amenity weed control program and will ensure that daily critical tasks are completed. There is also a requirement for this position to create reports against milestones for the program and ensure quality of delivered services.

Eligibility/Other Requirements:

Certificate III – Horticulture/Turf/Landscaping or equivalent is desirable.

AQF-3 Chemical Accreditation is essential.

AQF-4 Chemical Risk Management or a willingness to obtain is highly desirable.

Implement Traffic Control Plans qualification or a willingness to obtain.

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

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

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

How to Apply: After reviewing the “What you will do” and “What you require” sections in the Position Description, please provide a response that provides evidence of your suitability to the role addressing the criteria under “What you require”. Include examples that clearly demonstrate your relevant experience, skills and knowledge. Please also attach a current curriculum vitae and provide names/contact details for two referees (one of which, should be your current supervisor).

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: Tessa Roberts (02) 6207 5034 Tessa.Roberts@act.gov.au

City Services**City Presentation****Assistant Director, Safety and Wellbeing****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 48479)**

Gazetted: 07 August 2023

Closing Date: 21 August 2023

Details: Are you passionate about helping others and creating safe workplaces? Do you want to work for an organisation that makes Canberra attractive, safe and easy to move around.

Come join the City Presentation Branch within Transport Canberra and City Services as the Assistant Director Health Safety and Wellbeing to support teams who are responsible for the planning and management of parks, open spaces and the public domain, including, lakes, street and parkland trees, public open space, sports grounds, and city places. It also protects the natural resources and amenity of the ACT and maintains the look of the city through its responsibility of public land regulation and the protection of trees on public and private land.

The ideal candidate will support and collaborate with a diverse group of people and have exposure to different types of work including horticulture, arboriculture, land use compliance, volunteers, sports ground maintenance, urban open space management and so much more.

As the Assistant Director, you will lead a small team to develop and implement key safety and wellbeing initiatives in collaboration with managers, staff and worker representatives across 15 work locations.

We are looking for a skilled WHS leader who can influence, negotiate and drive a positive workplace culture through proactive safety practices.

Interested applicants are encouraged to reach out to the contact officer to discuss the role further.

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 LGBTQIA+ are encouraged to apply.

Eligibility/Other requirements:

Minimum Cert IV in WHS or willingness to obtain is highly desirable.

One-two years of field based WHS experience is highly desirable.

Drivers Licence (C-class) is required.

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

Notes: This is a temporary position available immediately for 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. Selection may be based on application and referee reports only.

How to Apply: Applicants are required to submit a 750-word 'pitch' addressing the Selection Criteria and considering the Technical/Behavioural requirements of the role. Applicants are also required to submit a current curriculum vitae. Please provide the contact details of two referees, one being from a current supervisor/manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Iglesias (02) 6207 9843 Daniel.Iglesias@act.gov.au

Chief Operating Officer

Finance

External Budgets and Reporting

External Budgets and Reporting Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 32258)

Gazetted: 03 August 2023

Closing Date: 17 August 2023

Details: This position is part of a small and dynamic team reporting to the Director, External Budgets and Reporting. The position plays a key role in supporting the management of the Directorate's external and internal budget allocations as well as maintaining the systems used and works closely with other members of the Finance team and Treasury in developing both internal and external budgets. The occupant of the position will have the opportunity to coordinate the Directorate's performance reporting, manage cash and appropriations, assist with reviews of Directorate's financial delegations and provide other assistance as required.

Eligibility/Other requirements: Highly Desirable

Experience in using complex spreadsheets and budgeting systems such as TM1 and GBMS.

Tertiary qualifications in commerce and accounting along with professional membership of CPA/CA or comparable bodies preferable.

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

How to Apply: Applicants should address the Professional and Behavioural capabilities in a two page 'pitch style' response with a tailored curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nada Kos (02) 6207 7237 Nada.Kos@act.gov.au

APPOINTMENTS**ACT Health****Senior Officer Grade C \$114,928 - \$123,710**

Alisa Harriott, Section 68(1), 5 August 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Katherine Spijkers, Section 68(1), 1 August 2023

Registered Nurse Level 4.3 \$149,388

Elizabeth Tuohy, Section 68(1), 2 August 2023

Canberra Health Services**Specialist / Senior Specialist, \$188,151 - \$254,198**

Nikhil Pal: 88594156, Section 68(1), 14 Aug 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Peta Simotas: 88595685, Section 68(1), 28 August 2023

Registered Nurse Level 3.1 \$115,743 - \$120,506

Ebony Anderson, Section 68(1), 7 August 2023

Health Professional Level 5 \$135,355 - \$152,377

Carmel Blayden, Section 68(1), 7 August 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Eduard Campos, Section 68(1), 1 August 2023

Health Professional Level 2 \$70,679 - \$97,028

Whitney De Souza, Section 68(1), 7 August 2023

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Patricia El Badawi, Section 68(1), 8 August 2023

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Kinlay Gyeltshen, Section 68(1), 7 August 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Ishpreet Kaur, Section 68(1), 27 August 2023

Registered Nurse Level 3.1 \$115,743 - \$120,506

Maria Odoemena, Section 68(1), 3 August 2023

Medical Imaging Level 5 \$142,141 - \$159,994

Payam Saberian, Section 68(1), 7 August 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Deepti Sharma, Section 68(1), 7 August 2023

Health Professional Level 2 \$70,679 - \$97,028

Meenakshi Sharma, Section 68(1), 4 August 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sita Shrestha, Section 68(1), 2 August 2023

Registered Midwife Level 1 \$72,698 - \$97,112

Georgina Veney, Section 68(1), 10 August 2023

Health Service Officer Level 3/4 \$55,350 - \$59,336

Elijah Woodland, Section 68(1), 1 August 2023

Canberra Institute of Technology**Technical Officer Level 2 \$67,760 - \$77,593**

Ian Bugden, Section 68(1), 7 August 2023

Teacher Level 1 \$80,673 - \$107,642

Tara Ridley, Section 68(1), 2 August 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Christine Scott, Section 68(1), 9 August 2023

Chief Minister, Treasury and Economic Development**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Luke Baxter, Section 68(1), 7 August 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Hannah Brunsdon, Section 68(1), 6 August 2023

Information Technology Officer Class 1 \$73,920 - \$84,144

Muhammad Rahat HOSSAIN, Section 68(1), 3 August 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Anish Kumar, Section 68(1), 7 August 2023

Senior Officer Grade B \$135,355 - \$152,377

Jennifer Lawrence, Section 68(1), 14 August 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Shubhangi Sangodkar, Section 68(1), 3 August 2023

Professional Officer Class 2 \$91,315 - \$104,509

Peter Storey, Section 68(1), 7 August 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Norbu Tshering, Section 68(1), 2 August 2023

Community Services**Senior Officer Grade C \$114,928 - \$123,710**

Neil Joseph Gallacher, Section 68(1), 26 July 2023

Child and Youth Protection Professional Level 1 \$73,505 - \$92,131

Isabelle Leiper, Section 68(1), 7 August 2023

Child and Youth Protection Professional Level 1 \$73,505 - \$92,131

Isabel Rowley, Section 68(1), 7 August 2023

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Sophie Trpkovski, Section 68(1), 3 August 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Thi Vu, Section 68(1), 8 August 2023

Child and Youth Protection Professional Level 1 \$73,505 - \$92,131

Justine White, Section 68(1), 3 August 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Janecke Wille, Section 68(1), 1 August 2023

Education

Classroom Teacher \$76,575 - \$114,624

Alan Liversidge, 87896224, Section 68(1), 17 July 2023

Classroom Teacher \$76,575 - \$114,624

Caitlin Melloy, 87898131, Section 68(1), 17 July 2023

Classroom Teacher \$76,575 - \$114,624

Philippa Reville, 87897817, Section 68(1), 17 July 2023

Classroom Teacher \$76,575 - \$114,624

Molly Hulands, 87896777, Section 68(1), 17 July 2023

Classroom Teacher \$76,575 - \$114,624

Jessica Willoughby, 87895395, Section 68(1), 17 July 2023

Classroom Teacher \$76,575 - \$114,624

Sam Carters, 87899409, Section 68(1), 17 July 2023

Classroom Teacher \$76,575 - \$114,624

Angelica Wood, 87896574, Section 68(1), 17 July 2023

Classroom Teacher \$76,575 - \$114,624

David Hodges, 87894202, Section 68(1), 17 July 2023

Classroom Teacher \$76,575 - \$114,624

David Hodges, 87894202, Section 68(1), 17 July 2023

Classroom Teacher \$76,575 - \$114,624

Amanda Bartels, 87889825, Section 68(1), 17 July 2023

Classroom Teacher \$76,575 - \$114,624

Kelly Moore, 88755933, Section 68(1), 17 July 2023

School Assistant 4 \$70,028 - \$75,827

Jamee Curran, Section 68(1), 3 August 2023

School Assistant 3 \$58,404 - \$62,857

Jaimie Keir, Section 68(1), 8 August 2023

School Leader C \$132,293

Ivan Lloyd, Section 68(1), 7 August 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Kelly Middleton, Section 68(1), 24 July 2023

Environment, Planning and Sustainable Development**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Sarah Davis, Section 68(1), 7 August 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Thoepaga Dawa, Section 68(1), 7 August 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Bristi Moktan, Section 68(1), 7 August 2023

Justice and Community Safety**Senior Officer Grade C \$114,928-\$123,710**

Mark Fletcher: 885867, Section 68 (1) 4/08/2023

Prosecutor Grade 1 - 2 \$82,812 - \$129,452

Madison Fieldus, Section 68(1), 31 July 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Natalie Jones, Section 68(1), 2 August 2023

Senior Officer Grade C \$114,928 - \$123,710

Priyanka Koci, Section 68(1), 7 August 2023

Correctional Officer Class 1 \$69,433 - \$82,797

Clare Murphy, Section 68(1), 27 July 2023

Prosecutor Grade 1 - 2 \$82,812 - \$129,452

Elizabeth West, Section 68(1), 28 August 2023

Major Projects Canberra**Infrastructure Officer 3 \$115,193 - \$126,450**

Don Rocha, Section 68(1), 26 July 2023

Transport Canberra and City Services**Bus Operator - Training \$74,582**

Andrew Curran, Section 68(1), 5 August 2023

Bus Operator - Training \$74,582

Jayne McFadyen, Section 68(1), 5 August 2023

Technical Officer Level 4 \$91,315 - \$104,509

Stuart Skellams, Section 68(1), 7 August 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Tara Willoughby, Section 68(1), 28 August 2023

TRANSFERS**Canberra Health Services****Madelaine Byrne**

From: Health Professional Level 3 \$103,779

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. 61553) (Gazetted 25 May 2023)

Renee De Beer

From: Health Professional Level 3 \$105,180

Justice and Community Safety

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

Canberra Health Services, Canberra (PN. 22974) (Gazetted 19 May 2023)

Chief Minister, Treasury and Economic Development**Amarjot Rathore**

From: Senior Officer Grade B \$135,355 - \$152,377

Canberra Institute of Technology

To: Senior Professional Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 35326) (Gazetted 19 June 2023)

Peter Rowed

From: Administrative Services Officer Class 6 \$104,509

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 55885) (Gazetted 13 June 2023)

Dianne Yonan

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 08105) (Gazetted 3 May 2023)

Environment, Planning and Sustainable Development**Environment Heritage and Water****Resilient Landscapes****ACT Natural Resource Management****Ryoko Goto**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 13925) (Gazetted 13 April 2023)

Justice and Community Safety**ACT Corrective Services****Service Improvement and Community Operations****James Hayes**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 11921) (Gazetted 4 July 2023)

PROMOTIONS**ACT Health****Digital Solutions Support
Future Capability and Governance****Carol Powell**

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 50253) (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**Clinical Services****Mental Health Justice Health, Alcohol & Drug Services****Christopher Byrne**

From: Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 23743) (Gazetted 7 June 2023)

Clinical Services**Mental Health Justice Health, Alcohol & Drug Services****Angela Castillo**

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. 17041) (Gazetted 20 June 2023)

Clinical Services**Women Youth & Children****Lucy Hoolihan**

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. 59600) (Gazetted 4 January 2023)

Clinical Services**Women Youth & Children****Kaylee Houghton**

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 17445) (Gazetted 30 January 2023)

Clinical Services**Mental Health Justice Health, Alcohol & Drug Services****Shantell Hunter**

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

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 50104) (Gazetted 29 June 2023)

CHS Mental Justice Health and Alcohol & Drug Services

Geethu Jacob

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. 28467) (Gazetted 10 May 2023)

Clinical Services

Rehab, Aged and Community Service

Tanya Karvelas

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 4.1 \$130,846

Canberra Health Services, Canberra (PN. 54529) (Gazetted 2 November 2022)

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Nursing

Arpanpreet Kaur

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. 41015) (Gazetted 9 March 2023)

Medical Services

Imaging

Toemii Lavender

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 18528) (Gazetted 11 November 2022)

Simon Newton

From: Health Professional Level 5 \$135,355 - \$152,377

Canberra Health Services

To: †Health Professional Level 6 \$157,201

Canberra Health Services, Canberra (PN. 44929) (Gazetted 1 June 2023)

Clinical Services

Rehabilitation, Aged and Community Services

Community Care Program

Gwese Prudence

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. 60115) (Gazetted 15 June 2023)

Monika Saini

From: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 32345)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Finance & Business Intelligence**FBI Operations****Pema Thinley**

From: Cleaning Services Officer 2 \$56,173 - \$58,199

Education

To: †Senior Officer Grade C \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 17666) (Gazetted 19 June 2023)

Allied Health**Acute Allied Health Service****Miriam Vandermeide**

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Health Professional Level 3/Health Professional Level 4 \$99,819 - \$123,710

Canberra Health Services, Canberra (PN. 60283) (Gazetted 26 June 2023)

Clinical Services**Women Youth & Children****Sainu Varghese**

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. 27816) (Gazetted 30 June 2023)

Infrastructure and Health Support Services**Clinical Support Services****Donna White**

From: Sterilising Services Technical Officer Level 2 \$67,760 - \$77,593

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services, Canberra (PN. 29392) (Gazetted 16 June 2023)

Canberra Institute of Technology**Education and Training Services****CIT Trade Skills****Automotive Metals and Logistics****Richard Lindsay**

From: Teacher Level 1 \$80,673 - \$107,642

Canberra Institute of Technology

To: †Teacher Level 2 \$114,979

Canberra Institute of Technology, Canberra (PN. 52900) (Gazetted 30 June 2023)

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.

Chief Minister, Treasury and Economic Development**Property and Shared Services****Payroll & HR Systems****HR Systems****Aimee Banks**

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 59205) (Gazetted 20 October 2022)

Access Canberra
Strategy and Planning
Government Business & Coordination
Tanya Buckley

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. 38223) (Gazetted 22 May 2023)

Property and Shared Services
ACT Property Group
Integrated Facilities Management
Andrew Cooper

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 58547) (Gazetted 21 October 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.

Revenue Management
Compliance
Ceara Farr

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 37828) (Gazetted 19 May 2023)

Property and Shared Services
James Ferguson

From: Infrastructure Officer 2 \$91,428 - \$105,186

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Chief Minister, Treasury and Economic Development, Canberra (PN. 46709) (Gazetted 21 July 2022)

Revenue Management
Policy & Objections
Warnakulasuriya Fernando

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 49622) (Gazetted 16 June 2023)

Revenue Management
Compliance
Jayden Grocott

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. 33028) (Gazetted 19 May 2023)

Property and Shared Services
ACT Property Group
Integrated Facilities Management
Nigel Isley-Edwards

From: General Service Officer Level 5/6 \$62,078 - \$68,143

Chief Minister, Treasury and Economic Development

To: †General Service Officer Level 7 \$70,205 - \$74,037

Chief Minister, Treasury and Economic Development, Canberra (PN. 36766) (Gazetted 25 January 2023)

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.

Revenue Management

Compliance

Michael Murray

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 62595) (Gazetted 22 May 2023)

Revenue Management

Compliance

Tyson Probyn

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. 00095) (Gazetted 19 May 2023)

Digital, Data and Technology Services

Technology Services Branch

Corporate Applications

Satish Rajesh

From: Senior Information Technology Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 14356) (Gazetted 27 October 2022)

Revenue Management

Compliance

Chelsea Ricotta

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. 59723) (Gazetted 19 May 2023)

Property and Shared Services

ACT Property Group

Integrated Facilities Management - Property Upgrades

Ethan Zissler

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 2 \$91,428 - \$105,186

Chief Minister, Treasury and Economic Development, Canberra (PN. 36077) (Gazetted 11 May 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Community Services

Housing ACT

Client Services

Gateway and OP Services

Elysia Crowe

From: Patient Transport Officer 1 \$62,860 - \$66,802

Justice and Community Safety

To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Community Services, Canberra (PN. 56807) (Gazetted 31 May 2023)

Children, Youth and Families**CYPS Operations****Practice Development****Alison Trehwella**

From: Senior Officer Grade B \$135,355 - \$152,377

Community Services

To: †Child and Youth Protection Professional Level 5 \$142,095 - \$159,543

Community Services, Canberra (PN. 25334) (Gazetted 5 June 2023)

Housing Assistance**Infrastructure and Contracts****Contract Management Team****Matthew Young**

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. 12258) (Gazetted 26 April 2023)

Education**Teaching and Learning****Belconnen****Canberra High School****Estelle Gillingham**

From: School Leader C \$132,293

Education

To: †School Leader B \$154,033

Education, Canberra (PN. 60058) (Gazetted 23 June 2023)

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.

Safe at Schools**Occupational Violence and Complex Case Management****Jonathan Holmes**

From: Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties

Justice and Community Safety

To: †Health Professional Level 4/Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 60416) (Gazetted 20 June 2023)

Environment, Planning and Sustainable Development**Environment****ACT Parks and Conservation Service****Fire, Forests and Roads****Christian Bihlmaier**

From: Senior Professional Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development

To: †Senior Professional Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development, Canberra (PN. 51236) (Gazetted 9 May 2023)

Climate Change and Energy Division**Climate Change and Energy Policy****Emissions Reduction Policy; Adaptation and Resilience Policy**

Anna Haiblen

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 50586) (Gazetted 23 March 2023)

Environment, Heritage and Water**ACT Heritage****Meaghan Russell**

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. 50910) (Gazetted 13 June 2023)

Planning and Urban Policy**Territory Plan****Territory Plan****Amanda Sullivan**

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. 15429) (Gazetted 20 April 2023)

Justice and Community Safety**Emergency Service Agency****ACT Fire and Rescue****Operations****Jacob Lemmey**

From: Technical Officer Level 1 \$62,599 - \$65,631

Justice and Community Safety

To: †FB2 (FF 3rd Class) \$85,616

Justice and Community Safety, Canberra (PN. 58608) (Gazetted 1 January 2023)

Emergency Service Agency**Operations****Operations****Sean Toohey**

From: Technical Officer Level 1 \$62,599 - \$65,631

Justice and Community Safety

To: †FB2 (FF 3rd Class) \$85,616

Justice and Community Safety, Canberra (PN. 62663) (Gazetted 1 January 2023)

Major Projects Canberra**Light Rail****Construction****Emma Hayes**

From: Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Worksafe ACT

To: †Infrastructure Officer 4 \$136,524 - \$155,109

Major Projects Canberra, Canberra (PN. 62031) (Gazetted 25 April 2023)

Transport Canberra and City Services**CITY SERVICES****CITY PRESENTATION**

PLACE MANAGEMENT**Kiera Buckley**

From: General Service Officer Level 5/6 \$62,078 - \$68,143

Transport Canberra and City Services

To: †General Service Officer Level 7 \$70,205 - \$74,037

Transport Canberra and City Services, Canberra (PN. 18148) (Gazetted 15 June 2023)

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**City Presentation****Place Management****Gabrielle Evans**

From: General Service Officer Level 5/6 \$62,078 - \$68,143

Transport Canberra and City Services

To: †General Service Officer Level 9 \$81,664 - \$92,059

Transport Canberra and City Services, Canberra (PN. 18147) (Gazetted 5 June 2023)

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.

Chief Operating Officer**Safety and Wellbeing****Safety and Wellbeing****Alice Harvey**

From: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Transport Canberra and City Services, Canberra (PN. 37458) (Gazetted 9 June 2023)

City Services**Development Coordination Branch****School Safety Program****Fatema Zohra**

From: Infrastructure Officer 1 \$75,792 - \$89,551

Transport Canberra and City Services

To: †Infrastructure Officer 2 \$91,428 - \$105,186

Transport Canberra and City Services, Canberra (PN. 52605) (Gazetted 28 March 2023)

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.