



ACT Government Gazette
Gazetted Notices for the week beginning 07 September 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>

Executive Branch Manager, Governance and Risk

Temporary Vacancy (25 October 2023 to 21 November 2023)

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

ACT Health Directorate

Corporate and Governance

Position: E1089

(Remuneration equivalent to Executive Level 1.3)

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

Date circulated: 8 September 2023

The ACT Health Directorate (ACTHD) is seeking Expressions of Interest (EOI) for the role of the Executive Branch Manager (EBM), Governance and Risk. The ACTHD is responsible for strategic direction and leadership of the ACT health system. ACTHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

The EBM Governance and Risk is a key leadership role with responsibility for establishing and maintaining a modern and effective governance and risk management framework for the Directorate. The EBM Governance and Risk will work closely with the other corporate functions of strategic finance and human resource management. The successful applicant will have demonstrated leadership and management experience, including ability to inspire and motivate others to achieve corporate goals, identify and develop the potential in others, and assess and mitigate future work and capability requirements.

The successful applicant will model our values of respect, integrity, collaboration and innovation.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Remuneration: The position attracts a remuneration package ranging from \$258,855 - \$269,201 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$229,915.

To apply: Interested candidates are requested to submit an Expression of Interest of no more than one page addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees to Fiona Barbaro via email, fiona.barbaro@act.gov.au by COB Friday 15 September 2023.

Contact Officer: Fiona Barbaro (02) 5124 6146 fiona.barbaro@act.gov.au

Population Health

ACT Government Analytical Laboratory

Quality Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 62842)

Gazetted: 12 September 2023

Closing Date: 26 September 2023

Details: The ACT Government Analytical Laboratory is seeking a high performing and dedicated individual to join a multi-disciplinary analytical laboratory as the Quality Support Officer. This role will be responsible for providing administrative support to each of the laboratory's operational units, the Director of Quality and the ACTGAL Senior Director.

Under the general direction of the Director - Quality you will assist with the maintenance and continual improvement of the ACTGAL quality system and service delivery, meeting the requirements for both ISO 9001 and

ISO 17025. The role will be varied and diverse, you will be required to prioritise your workload, pivot effectively to meet changing needs and communicate effectively with a range of colleagues and contractors.

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

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

How to Apply: Please submit a two page pitch in response to the 'What You Require' section of the Position Description, outlining your relevant skills, knowledge, and experience along with your current curriculum vitae and contact details of two referees (one must be current or recent supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Wansink (02) 5124 9168 Victoria.Wansink@act.gov.au

DSD

Technology Operations Branch

Security

Protective Security Infrastructure - Technical Officer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 20760)

Gazetted: 08 September 2023

Closing Date: 22 September 2023

Details: The Identity Access and Security Support Officer will be responsible for:

- Implementing, maintaining and coordinating security, access, closed circuit television, Identity management and other related systems and infrastructure across ACT Health and those organisations we support.
- Liaising with service providers, vendors, and all relevant stakeholders in relation to system support, maintenance, and system enhancements.
- Undertaking investigation, research and audit activities relating to assigned tasks.
- Providing technical support services to ACT Health project teams.
- Developing and maintaining relevant technical documentation and corporate policies.
- Coordinating trades and system repairs
- Undertaking other duties appropriate to this level of classification that contribute to ACTHD.

Eligibility/Other Requirements: Highly desirable:

- Knowledge and understanding of security concepts and trouble shooting.
- Understanding of electronic or electrical concepts

Note: This is a temporary position available immediately until 1 March 2024. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Hakan Gultekin (02) 5124 9062 Hakan.Gultekin@act.gov.au

Population Health

ACT Government Analytical Laboratory

Director - Quality

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 61717)

Gazetted: 08 September 2023

Closing Date: 22 September 2023

Details: The ACT Government Analytical Laboratory is seeking a dedicated and quality-focused individual to join a multi-disciplinary analytical laboratory as the Director of Quality. Managing a small team dedicated to the maintenance and continual improvement of the accredited quality management system, you will be tasked with meeting the needs and expectations of a wide range of clients and stakeholders (Government, non-government and ACT Public). Working collaboratively, you will plan and direct the operations of the Quality Unit and provide

support to the operational laboratory units to assist in maintaining accreditation to ISO 17025:2017 and certification to ISO 9001.

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

Notes: This is a temporary position available immediately for a period of 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: Please submit a two page pitch in response to the 'What You Require' section of the Position Description, outlining your relevant skills, knowledge, and experience along with your current curriculum vitae and contact details of two referees (one must be current or recent supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Wansink (02) 5124 9168 Victoria.Wansink@act.gov.au

Population Health Division

Executive Group Manager, Population Health

Executive Level 2.1 \$291,412 - \$303,072 depending on current superannuation arrangements, Canberra (PN: E1249)

Gazetted: 13 September 2023

Closing Date: 27 September 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the positive impact that we have on the lives of Canberrans every day.

The ACT Health Directorate is seeking an experienced leader with executive management skills to undertake the role of Executive Group Manager, Population Health Division. The occupant must have the ability to influence and lead population health policy for the ACT. In addition, this role will have strategic management of the provision and commissioning of a range of services and programs aimed at improving the health of the ACT population through interventions which:

promote behaviour changes to reduce susceptibility to illness;

alter the ACT environment to promote the health of the population and

promote interventions that remove or mitigate population health hazards.

We are looking for a collaborative leader who can deliver outcomes, with the ability to work with government and non-government stakeholders to deliver outcomes. The successful applicant will model our values of respect, integrity, collaboration and innovation.

The ACT Public Service is an inclusive and welcoming employer. We're big enough to give you career variety, but small enough that you'll get to know your colleagues. ACTHD will consider flexible working conditions.

Contract: The successful applicant will be engaged under a performance-based contract for a period of five years.

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Remuneration: The position attracts a remuneration package ranging from \$291,412 - \$303,072 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$259,114.

How to Apply: Provide your curriculum vitae and a two-page application aligned to the position's Executive Capabilities that addresses why you are the best person for this role, including the contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura McNeill (02) 5124 9605 Laura.McNeill@act.gov.au

Population Health

ACT Government Analytical Laboratory

Assistant Director - Quality

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 62841)

Gazetted: 07 September 2023

Closing Date: 21 September 2023

Details: The ACT Government Analytical Laboratory is seeking a dedicated and quality-focused individual to join a multi-disciplinary analytical laboratory as the Assistant Director - Quality – Laboratory Information Management/Data Analytics. This role will be responsible for liaising with vendors for development and supply of systems, support for laboratory staff in the use of these systems and maintenance of any in-house developed

systems, while ensuring adherence to laboratory accreditation requirements. The successful applicant will also provide data analytics functions to support the use of data captured in the laboratory information management systems.

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

Notes: This is a temporary position available immediately for 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: Please submit a two page pitch in response to the 'What You Require' section of the Position Description, outlining your relevant skills, knowledge, and experience along with your current curriculum vitae and contact details of two referees (one must be current or recent supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Wansink (02) 5124 9168 Victoria.Wansink@act.gov.au

Population Health Division

Executive Branch Manager, Research, Programs and Services

Executive Level 1.3 \$258,855 - \$269,201 depending on current superannuation arrangements, Canberra (PN: E711)

Gazetted: 13 September 2023

Closing Date: 27 September 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

ACT Health Directorate is seeking an experienced senior executive with a strong commitment to providing high quality strategic direction and leadership for the Research, Programs and Services Branch of the Population Health Division. This Branch brings together ACT Health research and scientific analysis functions, as well as Health Promotion programs and grants programs.

Reporting to the Executive Group Manager Population Health, the Executive Branch Manager, Research, Programs and Services has a critical role in the Division by leading:

strategic development and stewardship of Territory health research, collaborating with Clinical Health Services and academic institutions in the conduct and translation of research into practice.

Oversight for ACT Government Analytical services, including toxicology and forensic chemistry, environmental chemistry and microbiology; and

the provision and commissioning of services and programs aimed at improving the health of the ACT population through interventions which promote behaviour changes to reduce susceptibility to illness.

The successful applicant will model the ACT Public Service values of respect, integrity, collaboration and innovation.

Eligibility/Other Requirements: Applicants with experience in research and clinical governance would be considered highly desirable.

Note: This position is available from 1 October 2023 to 2 August 2024 with the possibility of extension up to two years. Selection may be based on written application and referee reports only.

Remuneration: The position attracts a remuneration package ranging from \$251,374 - \$261,418 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$223,205.

To apply: Interested candidates are requested to submit an Expression of Interest of no more than one page addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christine Murray (02) 6205 0413 Christine.Murray@act.gov.au

ACT Long Service Leave Authority

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

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

Executive**Chief Finance Officer****Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 24844)**

Gazetted: 11 September 2023

Closing Date: 25 September 2023

Details: Established under the *Long Service Leave (Portable Schemes) Act 2009*, the Long Service Leave Authority (ACT Leave) supports workers in covered industries to access the valuable benefits of long service leave, while also providing employers with the necessary support, information and tools to fulfill their obligations.

Our clients, partners and stakeholders are at the heart of everything we do, and over the next three years, under the guidance of a new Strategic Plan, ACT Leave will be expanding our operations to support a number of key initiatives as well as the management of our business-as-usual responsibilities.

In your role, you will work closely with the ACT Leave Senior Leadership Team and directly to the CEO. You will provide experienced strategic leadership in the areas of financial management and development, and you will apply your governance and compliance skills in leading the external compliance function.

You will bring excellence in executive and change management skills, and an ability to lead, inspire and transform an organisation that is embarking on a significant period of growth and modernisation. You will combine commercial acumen and financial management skills with your experience in working across Government.

More information about ACT Leave can be found on the website www.actleave.act.gov.au.

How to Apply: Applicants must submit a current curriculum vitae including details of two referees and a two-page pitch addressing the professional and technical skills and knowledge, and behavioural capabilities which can be found in the Position Description.

Applications should be submitted via the Apply Now button below.

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

North Canberra Hospital**Allied Health & Palliative Care****Registered Nurse Level 1 - Inpatient Unit****Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: LP1645 - 02CBO)**

Gazetted: 12 September 2023

Closing Date: 18 September 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 Role:

Clare Holland House provides Specialist Palliative Care Services throughout the ACT including Home-based, Inpatient, and Outpatient settings along with outreach to Residential Aged Care Facilities and North Canberra Hospital. The Inpatient Hospice, situated on the shores of Lake Burly Griffin in Barton, provides admission for end of life care, symptom management & optimisation and carer respite for patients diagnosed with a life-limiting illness.

Registered nurses form a key part of the multidisciplinary team delivering evidence-based, patient centred care to inpatients at this Specialist Palliative care unit.

Under limited direction of the CHH Inpatient CNC you will:

Directly provide comprehensive and coordinated patient centred care (acknowledging the patient and their significant others as the unit of care) utilising processes of continuous assessment, negotiated support and evaluation in accordance with the ANMC National Competency Standards and the National Standards of Palliative Care

Act as a professional role model and resource person in the provision of active, compassionate patient centred care as a member of the interdisciplinary team

Support the ongoing development of excellence in specialist palliative care nursing by:

- a. Empowering patients and their families to be active participants in their plan of care
- b. Expansion of own knowledge in specialist palliative care and sharing this knowledge with new and less experienced staff using the framework of the National Palliative Care Standards.
- c. Promote the use of Palliative Care Assessment Tools, Karnofsky, SAS, PSS and RUG-ADL to ensure patient and more junior staff understanding of these assessments

Commitment to maintaining professional development and completion of Mandatory E-Learning, ADP and practical training as required.

Willingness to communicate positively with families and external stakeholders in relation to promoting the role of Palliative Care in the wider community.

Participate in evidence based practice through policy development and research, and conduct quality audits and other quality improvement activities

Promote Comply with relevant CHS work place health and safety policies, procedures, work instructions and requests.

Be mindful of manual handling issues at all times and use equipment to safely promote function and movement of patients with increasing disability.

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

Demonstrated ability to provide an excellent standard of care through the formulation of patient centred care plans in collaboration with the patient, family, and appropriate members of the multidisciplinary team.

Demonstrated effective communication and interpersonal skills to work within a team and to support the achievement of shared goals and objectives.

Demonstrated commitment to maintaining ongoing professional development through the participation in education, and training activities relevant to clinical practice.

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 CHS's values of reliable, progressive, respectful and kind.

Demonstrated capacity to mentor and preceptor new and/or less experienced staff and students.

Successful completion of a diploma in nursing.

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

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

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 12 months.

Contact Officer: Alice Atyeo 6264 7300 Alice.Atyeo@calvary-act.com.au

Mental Health, Justice Health and Drug and Alcohol Services

Health Professional Level 4

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 59070 - 02DM2)

Gazetted: 13 September 2023

Closing Date: 26 September 2023

What can we offer you:

City living without the traffic – click here 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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Office of the Executive Director Allied Health (EDAH), CHS provides professional and strategic leadership, for Allied Health professions within CHS and for collaborating, providing advice and advocacy to the ACT Government regarding Allied Health related matters. The EDAH Office is responsible for assisting in the delivery of workforce reforms, and for strengthening and developing CHS wide Allied Health services through innovative models of care and service delivery and representing the territory on relevant national forums.

The Allied Health Clinical Education Unit (AHCEU) is part of the EDAH Office and provides education leadership, strategic direction and projects to support clinical education, recruitment, and retention and workforce capacity across CHS.

Duties:

Under limited direction of the Allied Health Clinical Education Coordinator you will perform the role of an Allied Health Clinical Educator. You will:

1. Provide leadership in clinical education and support the supervision of allied health staff and students, in consultation with Professional Lead, discipline principals of MHJHADS Division, senior management and senior clinicians.
2. In consultation with relevant senior clinicians, lead professionals and profession specific clinical educators undertake, support, and coordinate continuing professional development, including profession-specific and inter-professional as directed, including:
 - 2.a. Identifying the professional development needs of new allied health staff and coordinating the delivery of foundational skills training programs for a range of allied health professions.
 - 2.b. Identifying the professional development needs of mid-career and senior allied health staff and coordinating the delivery of suitable teaching and training activities to meet their needs.
 - 2.c. Providing support for the teaching and training of generic educational programs that include or are specifically for Allied Health participants.
3. Actively promote and facilitate clinical education research and/or quality improvements projects that align with CHS Values.
4. Consult and liaise with external agencies and relevant educational institutions as directed in relation to clinical teaching, curriculum development and research.
5. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation and are consistent with USM Core Duties.

About you:

Mandatory Requirements/Qualifications:

For Occupational Therapy:

1. Be registered or eligible for registration with Occupational Therapy Board of Australia
2. Be eligible for professional membership of Occupational Therapy Australia
3. Have a minimum of 5 years' experience post qualification.

For Psychology:

1. Be registered or eligible for general registration with Psychology Board of Australia.
2. Have a minimum of 5 years' experience post qualification.

General

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

Desirable:

1. Certificate IV in Teaching and Training and/or other postgraduate qualifications in education.
2. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators and the commitment to the Baby Friendly Health Initiative align with this role.
3. You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering with Consumers Framework and other related frameworks.

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: Felicity Martin 02 5124 0081 Felicity.Martin@act.gov.au

CHS Clinical Services

Medicine

Cardiac and Heart Function Rehabilitation RNL2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 28473 - 02CZS)

Gazetted: 07 September 2023

Closing Date: 12 September 2023

Details: What can we offer you:

- City living without the traffic – click here 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 Cardiac and Heart Function Rehabilitation Program provides an inpatient and outpatient service to patients with cardiovascular disease and Heart Failure (including cardiothoracic surgical patients). The main role of a registered nurse in the program is to provide high quality care, advanced nursing assessment skills, education, support and counselling to individuals and patient groups at risk of or affected by cardiovascular disease and Heart Failure. The program works alongside a multidisciplinary team utilising their skills, to deliver a holistic model of care. Education around optimal self-management principles is provided, using, and supported by evidence-based practices. The service is delivered in the inpatient and pre-operative setting, in the early stages after discharge and during the entirety of the patient's attendance at Cardiac or Heart Function Rehabilitation.

About you:

Mandatory Requirements/Qualifications:

1. Registered or is eligible for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia and any other registration required by the specific field.
2. A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, or
3. A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.
4. The position is full time, Monday to Friday with varied shift commencement times including 0700, 0800 and 0830hrs.
5. CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable:

1. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
2. 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.

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

Contact Officer: Michelle Lander (02) 5124 7216 michelle.lander@act.gov.au

Medical Services**North Canberra Hospital -Staff Specialist / Senior Staff Specialist - General Medicine Director****Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: LP7844 - 02D17)**

Gazetted: 07 September 2023

Closing Date: 5 October 2023

Details: 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:

An exciting opportunity has arisen for a staff specialist to take their career to the next level as the Clinical Director of General Medicine for a tenure of 5 years. The director engages with medical, nursing, allied health, and support staff to ensure that safe, expert and compassionate care is delivered to patients within overarching departments including but not limited to ED, ICU, CCU and surgical services within North Canberra Hospital (NCH).

The director of general medicine is responsible for the overall management of the General Medicine unit. The director of General Medicine will be involved in all aspects of management including but not limited to recruitment, rostering, complaints management, policy & procedure management, research, education and all the varied aspects of the day to day management of a large medical hospital. This position requires a commitment to a 3 year appointment with the possibility of extension to 5 years based on performance review.

Strategic and growth opportunity recognition and service development are a key focus. Collaboration and collegial interaction and support across the entire Australian Capital Territory and the surrounding catchment areas of New South Wales will be essential to success in this position.

Under limited direction of the Director of Medical and Mental Health, you will draw on specialist clinical experience and professional supervision to support staff in the general medicine department. You will:

- Provide direction for and contribute to evidence based policy development, planning and clinical standards for the General Medicine department
- Provide expertise and apply medical knowledge and experience in the diagnosis, investigation and treatment of ill patients.
- Ensure general medicine services are regularly reviewed and evaluated through programmed safety and quality improvement activities
- Provide leadership to support staff to consistently deliver services of a high quality that aim to deliver individual excellence and compassion in the patient and client experience
- Develop strategies and processes that actively partner with consumers and carers in the planning, delivery, evaluation, reporting and improvement of general medicine services
- Initiate and participate in professional research activities and actively support clinical teaching and continuing professional development opportunities for medical and nursing clinicians within the general medicine department
- In consultation and consensus with the clinical stream management, manage organisational resources to comply with financial imperatives, effective and efficient staffing levels, administrative and quality data collection requirements and patient safety and quality requirements including compliance with the National Standards for Safety and Quality in Healthcare
- Ensure all staff are aware of the need for, and actively ensure the efficacious use of all hospital resources
- 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

Experience in successfully leading a multidisciplinary General Medicine unit.

High level clinical skills and expertise and a demonstrated commitment to continuing professional development.

Demonstrated commitment to supervision and teaching of Medical, Nursing and Allied Health professional staff.

Demonstrated research experience

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 CHS's values of reliable, progressive, respectful and kind.

Position Requirements / Qualifications

Mandatory

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Hold a Fellowship of the Royal Australian and New Zealand College of Physicians (FRACP) or an equivalent higher specialist qualification
- The successful applicant will need to be available for weekend and after-hours work.
- Experience in successfully leading a multidisciplinary General Medicine unit.
- High level clinical skills and expertise and a demonstrated commitment to continuing professional development.
- Demonstrated commitment to supervision and teaching of medical, nursing and allied health professional staff.
- Demonstrated research experience
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

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

Note: This position is part-time at 16 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Kim McNeilly 02 6201 6436 Kim.McNeilly@calvary-act.com.au

General Medicine

Director of Prevocational Education and Training (DPET)

Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: LP2792 - 02DIU)

Gazetted: 07 September 2023

Closing Date: 29 September 2023

Details: 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 DPET are integral leadership positions within the CHS network and will work alongside the campuses senior medical registrar and medical education support officers (MESOs) to deliver a high quality physician education and training program in line with the RACP curriculum.

Currently we are seeking a DPET to accompany each of our medical streams. Stream 1 includes Emergency, Surgery, O&G and Psychiatry. Stream 2 includes – Medicine, Neurology and Palliative Care.

The DPET develops, coordinates and promotes the clinical training of Junior Medical Officers (JMOs), in association with the General Clinical Training Committee (GCTC) and Executive Director of Medical Services (EDMS). This important leadership position requires well developed management skills with proven team building ability and

the management of organisational resources. This role also plays a positive role in supporting the organisational safety culture, which involves promoting and demonstrating safe behaviours and practices, identifying continuous improvement opportunities, reporting incidents and near misses and identifying hazards and unsafe acts. Under limited direction of the EDMS, you will provide exemplary physician educational training to JMO staff.

Specifically you will:

- Develop, coordinate and promote the clinical training of JMO's, in association with the GCTC and EDMS.
- Participate and assist with JMO orientation.
- Assist with ensuring that the Canberra Region Medical Education Council (CRMEC) accreditation requirements are complied with.
- Attend GCTC as a member and as part of the GCTC, review term to term workload issues for JMOs
- Attend CRMEC network meetings as a member.
- Assist in the development and implementation of educational programs & educational resources for JMOs with the assistance of the MESOs.
- Maintain regular contact with JMOs and conduct entry and exit interviews with all JMOs, providing feedback to the GCTC, with the assistance of the JMO Manager (JM). In conjunction with the GCTC assist in the evaluation of all aspects of the training program & resources and maintenance of accreditation with the IMET.
- Act as an advocate for JMOs.
- Maintain close links with the term supervisors, medical administration, and the Canberra Network & DPET's with regard to JMO matters.
- Facilitate feedback to JMOs regarding their performance and implement additional support mechanisms as needed.
- Provide career information & counselling to JMOs. Including Help to identify and support JMOs in difficulty.
- Promote understanding and acceptance of professional responsibility and ethical standards among JMOs.
- Have responsibility for an annual budget related to provision of education and training support for JMOs as per CRMEC recommendations, to be reviewed on an annual basis with the EDMS and finance.
- Ensure in conjunction with the JM and DCS-M that all new terms and appropriately accredited through the CRMEC.
- 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

- Evidence that the applicant's clinical experience, skills and personal attributes will assist in the development and implementation of the RACP BPT Curriculum.
- Demonstrated high-level communication and interpersonal skills.
- Demonstrated commitment to teaching and training and to participate in related education activities.
- Demonstrated commitment to clinical governance relevant to the practice of acute hospital medicine including but not limited to audits, research, education and training.
- 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 CHS's values of reliable, progressive, respectful and kind.

Position Requirements / Qualifications

Mandatory

- Relevant qualifications and a minimum of 7 years' post graduate experience working professionally in medicine.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Post-Graduate qualifications in clinical education are desirable
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

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

Note: This position is part-time at 16 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Kim McNeilly 02 6201 6436 Kim.McNeilly@calvary-act.com.au

North Canberra Hospital Laboratory

Laboratory Scientist (HPO2) - ACT Pathology

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 24914 - 02D4Q)

Gazetted: 07 September 2023

Closing Date: 15 September 2023

Details: What can we offer you:

- City living without the traffic – click here 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 Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region.

The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and branch laboratory is located at the North Canberra Hospital.

Under supervision, the successful applicant will be responsible for ensuring day to day activities of the North Canberra Laboratory are efficiently run.

Duties:

1. Conduct procedures and investigations requiring the application of professional knowledge and skills in the disciplines of Clinical Chemistry, Haematology, Coagulation and/or Transfusion. Minimal duties in the disciplines of Microbiology and Molecular Pathology will also be required.
2. Prepare specimens, reagents, standards, controls, and apparatus and maintain instruments as required.
3. Finalise routine reports and take part in the application of approved quality control procedures as required.
4. Supervise and assist in the training of junior staff as required.
5. Have an understanding and commitment to own personal development and continuous quality improvement.
6. Have a commitment to rotation through sections of the laboratory as required, and mandatory participation in the out of hours rosters (operations include 24/7 shift rosters). NB: This includes weekends and nights.
7. Conduct procedures and investigations requiring the application of professional knowledge and skills in the disciplines of Clinical Chemistry, Haematology, Coagulation and/or Transfusion. Minimal duties in the disciplines of Microbiology and Molecular Pathology will also be required.
8. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

About you:

Mandatory Requirements/Qualifications:

1. A science degree or equivalent relevant qualifications.
2. Applicants must have a minimum of 12 months paid work experience, post-qualification, in a diagnostic laboratory.
3. CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable:

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

2. 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.
3. Experience in the day-day operations in any or all of the following sections: Clinical Chemistry, Haematology or Transfusion.
4. Experience of the quality requirements of a laboratory.

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: Carmen Oakman (02) 5124 2809 Carmen.oakman@act.gov.au

Neurology and Stroke

Neurology - Unaccredited Registrar

Registrar 1-4 \$112,917 - \$141,084, Canberra (PN: LPL048 - 02DK8)

Gazetted: 07 September 2023

Closing Date: 29 September 2023

Temporary

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here 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 Neurology and Stroke at North Canberra, Bruce is seeking an unaccredited neurology registrar who is focused on the delivery of high quality, effective, patient-centric care.

The neurology registrar will contribute to the neurology and stroke service by undertaking care of both inpatients and outpatients under the supervision of the consultant neurologists in the department. The registrar will run a rapid-access, category 1 clinic, including a TIA/stroke clinic and Cat 1 general neurology clinic. Participation in neurology clinics including EEG and NCS will be possible upon discussion and agreement with the head of department.

It is expected that the registrar will participate in 2-3 outpatient clinics per week including sub speciality clinics and in addition, the registrar will contribute to the out-of-hours, on-call roster for neurology and stroke. These on-call duties include assessment and management of acute stroke patients who may require acute therapy (thrombolysis and assess suitability for endovascular clot retrieval) and undertaking ward rounds on weekends, suitable support by the on-call consultant will be provided.

The registrar will gain experience in management of stroke and, in particular, assessment and selection of patients for acute therapy and endovascular clot retrieval. The registrar will obtain exposure and training in advanced imaging for acute stroke and will become confident in the interpretation of multimodal CT (CTA and CTP) and MRI. The registrar will also gain experience in management of complex neurology patient care, both inpatient and outpatient.

Department will provide education, support and training for the registrar to gain experience in neurology and if the applicant is motivated to do formal neurology advanced training then support will be provided to the registrar. There will also be the opportunity for the registrar to participate in research projects in neurology. This position will be available from 05 February 2024 till 02 February 2025 at North Canberra Hospital, Bruce.

What you require

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

Evidence that the applicant's clinical experience, skills and personal attributes.

Demonstrated high-level communication and interpersonal skills.

Demonstrated commitment to teaching and training and to participate in related education activities.

Demonstrated commitment to clinical governance relevant to the practice of acute hospital including but not limited to audits, research, education and training.

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 CHS's values of reliable, progressive, respectful and kind.

Position Requirements / Qualifications

Mandatory

Registered or eligible for unconditional registration as a medical practitioner with the Australian Health Practitioner Regulation Agency.

Experience in clinical neurology and motivated to complete training in clinical neurology as an advanced trainee.

The successful applicant will need to be available for weekend and after-hours work including participation in acute stroke calls.

High level communication and interpersonal skills with a strong commitment to teaching at all levels (including medical, nursing and allied health professional staff).

An active interest in conducting research in a relevant area of clinical operational or scientific practice.

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

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

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

Desirable

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Kim McNeilly . Kim.McNeilly@calvary-act.com.au

Allied Health & Palliative Care

Clare Holland House

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: LP1234 - 02D9N)

Gazetted: 07 September 2023

Closing Date: 18 September 2023

Details: **Canberra Hospital Expansion Project** – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and

Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here 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:

Within the Framework of the Vision and Values of North Canberra Hospital Bruce, the role of the Clinical Development Nurse (CDN) is to provide a coordinated and structured approach for palliative care education within the specialist palliative care service.

What you require

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

Demonstrated competence and leadership in providing direct patient care (for patients of varying complexity) utilising the nursing process, and incorporating a risk assessment approach while working within professional legislation and existing policies and procedures.

Prepare and deliver a range of learning and professional development opportunities for nurses who are providing care at basic levels while measuring education to identify learning retention by clinical staff associated with the patient experience and health outcome/s.

Incorporate the full range of materials for education and training including, for example, evidence based guidelines and materials, audio-visual, electronic publications, and the library catalogue to meet the learners and service needs.

Administer relevant training and education sessions to account for diversity and different learning styles, for example, simulated and online learning. Applies adult learning principles to motivate performance and ensure successful learning.

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 Northside Hospital CHS's values of reliable, progressive, respectful and kind. Respect, Hospitality, Stewardship, Healing.

Attained or working towards a Certificate IV in Training and Assessment.

Postgraduate qualification in palliative care.

Peak professional body membership/involvement (desired).

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

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: Alice Atyeo 6264 7352 alice.atyeo@calvary-act.com.au

Office of the CEO

Office of Research and Education

Research Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 62792 - 02DEV)

Gazetted: 07 September 2023

Closing Date: 22 September 2023

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history

and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution. North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here 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 Office of Research and Education (ORE) has a strong commitment to research, learning and teaching as advances in medical, nursing, allied health and other research contribute directly to improved patient outcomes. ORE provides governance and oversight of research, learning and teaching within CHS.

The Research Nurse (RN) for ORE plays a key role in the ORE research team. Under direction of the ADON (COVID-19), the RN is responsible for supporting the ACT COVID-19 Response Review. This is a review of ACT health facilities and their ability to respond to the COVID-19 pandemic under the guidance of the Clinical Health Emergency Coordination Centre (CHECC).

To be successful in the role, the RN must have a good understanding of the health system, be responsive, able to manage changing and competing priorities, be detail oriented, and have excellent time management, communication, liaison, and negotiation skills.

About you:

Requirements/Qualifications:

Registered or eligible registration with the Australian Health Practitioner Regulation Agency (AHPRA).

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

Commitment to achieving positive results.

Ability to apply judgement, critical thinking and common sense.

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](#).

Desirable:

Relevant experience in research and/or project management, especially in the health sector is preferred.

Holds or is working towards a post graduate qualification.

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Imogen Mitchell 0479 178 221 imogen.mitchell@act.gov.au

Pharmacy**Pharmacist - Project Implementation**

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 62381 - 02CSV)

Gazetted: 07 September 2023

Closing Date: 26 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here 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 Hospital Expansion Project is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services (CHS).

Building 5 is designed to provide state-of-the-art facilities for medical practice and will incorporate the latest advances in technology and contemporary hospital design – enabling a patient-centred model of care that will maximise safety, health outcomes, operational efficiency, engineering services.

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

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

Pharmacy has a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

This position will support Pharmacy to plan and implement the integration of the Automated Dispensing Cabinets (ADCs) into the medication storage, distribution and use systems in Building 5.

About you:

Mandatory Requirements/Qualifications:

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

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

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

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

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

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

Desirable:

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

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

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: Daniel Lalor 02 5124 8623 daniel.lalor@act.gov.au

Women, Youth and Children Community Health Programs

Director, Community Health Programs (SOGA) WYC

Senior Officer Grade A \$157,201, Canberra (PN: 28424 - 02D80)

Gazetted: 08 September 2023

Closing Date: 12 September 2023

What can we offer you:

- City living without the traffic – click here 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 Division of Women, Youth and Children within Canberra Health Services provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a child and family-centred, multidisciplinary approach to care in partnership with the consumer and other service providers.

Women, Youth and Children Community Health Program delivers a range of community-based services to children, families and women. These services are oriented towards primary health care: education and information designed to prevent poor health outcomes; early identification and referral; and the delivery of public health programs including immunisation and screening. Some services offer targeted interventions including secondary assessment and therapeutic counselling. Services are delivered within a multi-disciplinary context.

We are seeking an experienced Senior Director, Women, Youth and Children Community Health Programs to provide strategic leadership and operational management, co-ordination and planning to promote a multidisciplinary team culture to deliver high quality community based client services.

Duties:

1. Provide senior strategic, operational, financial and people management, co-ordination and planning for multidisciplinary teams to deliver high quality community based client services.
2. Be accountable for service outcomes and meet key performance indicators, ensure systems of clinical governance are implemented and monitor the continued effectiveness of these services.

3. In partnership with the Service Managers, develop, implement and review mechanisms for monitoring, measuring and evaluating Community Program performance.
4. Deliver strategic policy and operational advice within the Community portfolio to senior management to meet clinical and organisational reporting requirements. Prepare briefings, responses to ministerial correspondence and requests for advice.
5. Develop and maintain effective working relationships and collaborative partnerships within the Division of Women, Youth and Children and other Government, industrial and community organisations in the interests of improving outcomes for children, families and women. Represent Community Programs, the Division and Canberra Health Services at appropriate Territory and national forums.
6. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

About you:

Requirements/Qualifications:

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

Desirable:

1. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
2. 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: Suzanne Pilkington 5124 7389 Suzanne.Pilkington@act.gov.au

Talent Acquisition Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 23307 - 02DOR)

Gazetted: 08 September 2023

Closing Date: 17 September 2023

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution. North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – [click here 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.

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

About the Role:

The Talent Acquisition Function sits within the People and Culture (P&C) Division.

P&C is responsible for providing strategic leadership across talent management and workforce planning; talent acquisition; compensation, conditions and employee benefits; training and development; workplace safety and

wellness; reward and recognition; people data and analytics. P&C works closely with all CHS Divisions to deliver workforce solutions to meet business strategy and operational objectives.

The Talent Acquisition function is responsible for identifying, attracting, assessing, hiring, and onboarding candidates to fill open positions across CHS as well as manage talent pools for future workforce needs. It includes developing, implementing and evaluating programs for sourcing, recruiting, hiring and orienting talent.

The Talent Acquisition Officer will be responsible for providing administrative support to assist in meeting workforce needs through the delivery of customer focused recruitment, selection, and onboarding activities.

For more information regarding the position duties click here for the *Position Description*.

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of six months.

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

Contact Officer: Alana Matthews (02) 5124 0838 Alana.Matthews@act.gov.au

North Canberra Hospital

North Canberra Hospital

North Canberra Hospital

Allied Health & Palliative Care

HiTH - Career Medical Officer 2

Career Medical Officer 2 \$176,425 - \$209,516, Canberra (PN: LP9641 - 02DLZ)

Gazetted: 13 September 2023

Closing Date: 6 October 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.

POSITION OVERVIEW

The Hospital in the Home (HITH) service provides inpatient care to patients who are assessed as safe to be treated at home. The team is a multidisciplinary team (MDT) consisting of Medical nursing and allied health staff who are renowned within NCH as a very cohesive and supportive team. The majority of these patients have acute infections which require IV antibiotics often multiple comorbidities requiring general medical management, as well as day-only patients who require infusions for example Iron for iron deficiency anaemia.

The CMO will work within that MDT to provide supportive and holistic care for these patients.

Zita Mary (ZM unit) is an outpatient day infusion service which provides care to patients with chronic health conditions. These include rheumatology, gastroenterological and other patients requiring treatment with biologic agents as well as some limited oncology related services.

As part of this CMO role you will also be providing support to the ZM service alongside the ZM nursing staff and in conjunction with the Specialist who refer their patients to this service.

This position is available as a 0.4 FTE

DUTIES

Under direction of the clinical director and consultant's for each shift you will apply medical knowledge and experience in the diagnosis, investigation and treatment of patients in the HITH setting. You will;

Maintain effective communication with patients and the relatives, hospital staff, medical colleagues including general practitioners.

Ensure effective handover of patients requiring on-going care and monitoring at the HITH MDT round each morning and with the consultant on duty regarding significant issues at the end of the day

Participate in meetings and education sessions as scheduled.

Participate in a 1 in 4 weekend roster to provide cover for the HITH unit. This may include future evening and night shifts.

Maintain close liaison with consultants regarding patient conditions.

Maintain medical records in accordance with hospital policy and procedures, including the accurate and timely production of discharge summaries.

Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation as delegated by the clinical director.

ABOUT YOU

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

Behavioural Capabilities

Work within scope of position, personal levels of expertise and seek guidance as required.

Maintain effective communication with patients and the relatives, hospital staff, medical colleagues including general practitioners.

High level interpersonal, written and verbal communication skills.

Position Requirements / Qualifications

Mandatory

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

Previous experience at a level commensurate with that of a CMO2 – i.e. SRMO. Junior Reg or CMO

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

Desirable

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

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

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

Undergo a pre-employment National Police Check.

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

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

Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.

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

WHAT YOU REQUIRE

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

Demonstrated ability to contribute to the general management of a clinical unit in a customer focused environment, including the ability to work as a member of a multidisciplinary team.

Demonstrated leadership skills where applicable and insight into knowledge limitations and seeking advice where appropriate.

A commitment to clinical and academic career development in line with the applicant's interest and planned career path.

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 Hospitality, Healing Stewardship and 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.

Note: This position is part-time at 16 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Kim McNeilly (02) 6201 6436 Kim.McNeilly@calvary-act.com.au

Cardiology**Cardiac Sonographer (MI 4) - Cardiology****Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA), Canberra (PN: 32443 - 02DLW)**

Gazetted: 11 September 2023

Closing Date: 14 September 2023

What can we offer you:

City living without the traffic – click here 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 Cardiology is a well-established service with 14 consultant medical staff positions, four Accredited Cardiology Advanced Trainees, and two Unaccredited Cardiology Advanced Trainees, in addition to Basic Physician Trainees and other Junior Medical Officers. They work as part of a large multidisciplinary team including specialist nursing staff, cardiac physiologists, cardiac sonographers, administrative staff and the cardiac rehabilitation team. Patients accessing the services include adults of all ages, acuity, frailty and disability, who present for diagnosis and treatment of a range of acute and chronic cardiac conditions. Our Cardiology Team strives to deliver an exceptional and caring service for our patients, our community and each other.

For more information regarding the position duties click here for the [Position Description](#).

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: Leah Giles 5124 2692 Leah.Giles@act.gov.au**CHS Chief Executive Officer****Office of the CEO****Office of Research and Education****Clinical Trials Coordinator (RN2) – Clinical Trials Unit****Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 13147 - 02D97)**

Gazetted: 13 September 2023

Closing Date: 22 September 2023

Details: What can we offer you:

- City living without the traffic – click here 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:

Clinical Trial Support Units (CTSUs) provide support for the conduct of clinical research at Canberra Hospital, including active trials in Haematology and Medical Oncology that are in varying stages, from initial start-up through to active recruitment and close-out. These trials include Pharmaceutical-Sponsored trials, registries, Investigator-Led or collaborative studies that are funded by grants. Collaborators include the Australasian Leukaemia and Lymphoma Group (ALLG), Breast Cancer Trials (BCT), Australian and New Zealand Urogenital and Prostate Cancer (ANZUP), Australasian Gastro-Intestinal Trials Group (AGITG), Australia New Zealand Gynaecological Oncology Group (ANZGOG), and the Australasian Lung cancer Trials Group (ALTG).

Clinical Trials Coordinators provide key administrative support to, and coordination of, clinical research projects undertaken by the Cancer Services CTSUs at Canberra Hospital. The projects will vary and may involve the evaluation of novel therapies of malignant and non-malignant cancers. The main responsibilities of the Clinical Trials Coordinator will be to act as the key person supporting the Principal Investigator (PI) on all aspects of the

planning, conduct, implementation, and management of clinical trials including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff as well as co-ordinating patient care. They will act as the contact person responsible for ensuring, along with the PI, that milestones are achieved and conduct of the trial is compliant with Good Clinical Practice and other relevant standards. Clinical Trial Coordinators work under the general direction of the PI, Research Leads in the CTSUs and the Clinical Trials Manager.

Training for the clinical trials coordinator positions will be provided by the clinical trials support unit, including the Director of the Clinical Trials, and will include generic education delivered through a National clinical trials education program; local ethics and governance training; and protocol-specific training under the supervision of the study PI.

Duties:

Coordination and daily conduct of multi-centre and multi-phase clinical trials, and local research in collaboration with local Investigators.

Assist with trial documentation and budgets for ethics and governance submissions, supported by the Start-up Specialists and Finance staff.

Preparation of study materials, such as information sheets and advertisements.

Assisting in the identification, recruitment, screening, assessment, randomisation and follow up of participating patients, including study specified scheduling of investigations and treatments.

Preparation and maintenance of clinical notes and data entry into electronic case report forms and updating relevant databases.

Liaison with clinical trial sponsors, monitors, research officers and associated medical, nursing, pharmacy, imaging and pathology staff.

Willingness to develop within the Clinical Trial Coordinator role, by continuing professional education and attending research and investigator meetings.

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

About you:

Mandatory Requirements/Qualifications:

Be registered or be eligible for registration as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Academic knowledge or practical experience of clinical trials coordination and experience in cancer services preferred.

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

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

Desirable:

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

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

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

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

Note: This is a temporary position for six months with the possibility of extension

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

Contact Officer: Karyn Ward (02) 5124 2313 Karyn.Ward@act.gov.au

Medical Services

Visiting Medical Officer - Prevocational Medical Education

Visiting Medical Officer Sessional and Fee for Service VMO Contract, Canberra (PN: 45707 - 02CYV)

Gazetted: 11 September 2023

Closing Date: 19 September 2023

What can we offer you:

City living without the traffic – click here 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) and surrounding region. More information can be found on the CHS website: [CHS website](#)

The CHS Medical Services Group (MSG) includes Medical Imaging, Pharmacy, Healthcare Technology Management, MOSCETU, the GP Liaison Unit (GPLU) and the CHS Library.

MOSCETU has responsibility for:

The development, co-ordination, management, and facilitation of the Junior Medical Officer (JMO) Education and Training Program including welfare and support.

The Simulation Unit provides assistance for clinicians to practice skills and processes in a safe learning environment. Simulation allows practice of both technical and non-technical skills without the fear of causing harm. Simulation is able to enhance the confidence of learners, boost morale, and improves patient safety and outcomes. The Simulation Unit is responsible for assisting with and supporting the development, implementation, and evaluation of simulation.

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

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 ACT Health Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, Canberra Health Services Chief Executive Officer and ACT Health's Director-General.

The PMEO reports to the Director Prevocational Education and Training and has direct line management through the Director of MOSCETU. The position is responsible for supporting the training and clinical supervision of Junior Medical Officers (JMOs) in their first two years following graduation (Post Graduate Year (PGY) 1 and 2) and those PGY3+ in unaccredited SRMO/Registrar positions.

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

Visiting Medical Officers (VMO) with Canberra Health Services are covered by generous contract provisions. The standard VMO contract is available online: <https://www.legislation.act.gov.au/ni/2020-579>

Visiting Medical Officers are engaged as independent contractors. Contracts will be for up to a 3 year term.

Duties:

Under limited direction of the Director Prevocational Education & Training you will:

Provide professional leadership and mentorship, and support and advocacy to the JMOs, particularly those experiencing difficulties.

Liaise with and be a resource to term supervisors, consultant staff, the DPET and MOSCETU, including but not limited to assisting with term assessment processes, performance management, and liaison with the Medical Roster Team in the coordination of rosters.

Assist in the provision of the overarching prevocational education program, including ongoing development and evaluation.

Assist with the Canberra Region Medical Education Council (CRMEC) accreditation function for CHS, and regularly attend meetings on behalf of CHS including the Prevocational Education Training Committee (PETC).

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

About you:

Requirements/Qualifications:

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

Fellowship of a specialist medical college or equivalent specialist qualifications.

Postgraduate qualifications in medical education will be highly regarded.

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

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:

Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment National Police Check.

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

Contact Officer: Dr Luke Streitberg 02 5124 3374 luke.streitberg@act.gov.au

North Canberra Hospital

Allied Health & Palliative Care

Nurse Level 1 - Enrolled

Enrolled Nurse Level 1 \$65,934 - \$70,443, Canberra (PN: LP6843 - 02D3L)

Gazetted: 12 September 2023

Closing Date: 18 September 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 Role:

Clare Holland House provides Specialist Palliative Care Services throughout the ACT including Home-based, Inpatient, and Outpatient services along with outreach to Residential Aged Care Facilities and North Canberra Hospital. The Inpatient Hospice, situated on the shores of Lake Burly Griffin in Barton, provides admission for End of life care, symptom management and optimisation along with carer respite for patients experiencing a range of life-limiting illness.

Enrolled nurses form a key part of the nursing team delivering bedside care to inpatients at this Specialist Palliative care unit. Assessing and providing care to patients and their families' as part of a multidisciplinary, patient-centred approach to care.

Under limited direction of the CHH Inpatient CNC you will:

Under the supervision of the Registered Nurse (RN) provide comprehensive and coordinated patient centred care (acknowledging the patient and their significant others as the unit of care)

Promote the use of Palliative Care Assessment Tools, Karnofsky, PSAS, and RUG-ADL to provide comprehensive assessment, communication of and response to patients Palliative Care needs.

Capacity to participate in quality improvements activities, audits as they arise in the clinical setting.

Willingness to communicate positively with families and external stakeholders in relation to promoting the role of Palliative Care in the wider community.

Commitment to maintaining professional development and completion of Mandatory E-Learning, undertake annual Performance Development Plan and provide preceptorship to junior ENs, Assistant in Nursing (AIN) and students as required.

Comply with relevant CHS work place health and safety policies, procedures, work instructions and requests.

Be mindful of manual handling issues at all times and use equipment to safely promote function and movement of patients with increasing disability.

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

Demonstrated ability to contribute to the formulation of patient centred care plans in collaboration with the patient, family, Registered Nurse and appropriate members of the multidisciplinary team.

Demonstrated effective communication and interpersonal skills to work within a team and to support the achievement of shared goals and objectives.

Understanding of complex communication in relation to issues specific to the Palliative Care setting.

Demonstrated commitment to maintaining ongoing professional development through the participation in education, and training activities relevant to clinical practice.

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 CHS's values of reliable, progressive, respectful and kind.

Successful completion of a diploma in nursing.

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

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

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: Alice Atyeo 62647352 Alice.Atyeo@calvary-act.com.au

Cancer and Ambulatory Services

Allied Health

Social Worker - Cancer Services

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 48876 - 02DFA)

Gazetted: 13 September 2023

Closing Date: 26 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here 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 Cancer Psychosocial Service aims to improve outcomes for people with cancer and their families, by providing a comprehensive psychosocial service within the inpatient, outpatients and community settings. The Cancer Psychosocial Service is located at the Canberra Region Cancer Centre.

The Social Worker will have an understanding of issues relating to oncology and the impact of cancer on a person and their family / carer, including adjustment to the changes and challenges of a cancer diagnosis and its treatment for patients and families and grief, loss and bereavement counselling. They will demonstrate a commitment to working within an Interprofessional environment. The overall function of the position is to promote positive client outcomes through the provision of high-quality counselling, assessment and care planning interventions as part of a multidisciplinary team.

About you:

Requirements/Qualifications:

Tertiary qualification in social work and a minimum of 1 year experience working professionally in social work.

Good organisational skills with a high degree of drive.

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

Effective communication and interpersonal skills.

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

Willingness to critically reflect on and develop practice skills and framework.

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

Desirable:

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Erin Wells 0481 097 676 Erin.wells@act.gov.au

Allied Health

New Graduate Psychologist (HPO 1)

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 62657 - 02DFZ)

Gazetted: 13 September 2023

Closing Date: 6 October 2023

What can we offer you:

City living without the traffic – click here 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:

Exciting opportunities exist for graduates of clinical, forensic, or health psychology higher degree programs to come work as a new graduate psychologist in several teams across inpatient, outpatient and community settings at CHS. This is a 2 year program providing opportunity for three rotations into different clinical specialities, supporting the completion of a Clinical Psychology or Neuropsychology Registrar Program.

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients.

This includes health care and support for people with acute, post-acute and long-term illnesses.

The Acute Allied Health team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics. The Acute Support Psychology team consists of Clinical Neuropsychology and Clinical Psychology positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings.

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from acute crisis support through to treatment, rehabilitation, recovery and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. Services are delivered at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, and other community settings including people's homes. These services include (and are not limited to):

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Community Mental Health Services

Justice Health Services

Mental Health Inpatient Services

Successful applicants will be part of a large network of psychologists and will also receive education and support through the CHS Allied Health interprofessional graduate program. This program is specifically designed to support new graduates to launch their careers in healthcare and develop their professional identity. The program provides graduates with individual support to optimise learning and career opportunities. New graduates will have onsite access to a Registrar Program Principal Supervisor who will work with them and support them to grow their clinical and professional skills. New graduates will also be matched with a peer from the previous cohort of new graduates to provide them with additional mentoring and support. The program also offers a 12-month Allied Health Interdisciplinary education program facilitated by the Allied Health Clinical Education Unit.

Clinical supervision for the registrar program is provided by the department and will be negotiated with the Psychology Manager.

Provisional Psychologists who have submitted their application and are awaiting formal approval of general registration with the Psychology Board of Australia are encouraged to apply. Please note the expected start date is January 2024.

For more information regarding the position duties click here for the [*Position Description*](#).

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.

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

Contact Officer: Felicity Martin 5124 6637 Felicity.Martin@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Nursing

Adult Mental Health Rehabilitation Unit - Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 27147 - 02DCE)

Gazetted: 13 September 2023

Closing Date: 26 September 2023

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution. North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new

northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here 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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psycho-social rehabilitation in all aspects of daily living for graduated community re-integration.

Under the general direction of the AMHRU Clinical Nurse Consultant, the Registered Nurse role within AMHRU is responsible for the provision of individual and group rehabilitation and healthy lifestyle programs with the aim of graduated community re-integration. This involved completing assessments, providing pharmacotherapy, and evidence based and person-centred care within a recovery orientated and therapeutic environment.

The Registered Nurse role is required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses.

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

This position is required to participate in afterhours, on call and/or rotation roster.

About you:

Mandatory Requirements/Qualifications:

Relevant tertiary qualifications, be registered (or be eligible for registration) as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and a minimum of one years' experience working professionally in a mental health setting is preferred.

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

The successful applicant will need to be available for afterhours, on call and/or rotation roster.

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

Desirable:

Current Driver's licence.

Post Graduate Qualification (or equivalent) in Mental Health Nursing, or working towards

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

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

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

Undergo a pre-employment National Police Check.

Undergo reference checks

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

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

Contact Officer: Susan Jacques (02) 5124 0220 Susan.Jacques@act.gov.au

Surgery

Operation Rooms

Clinical Development Nurse - Surgical Services

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 24446 - 02DLB)

Gazetted: 13 September 2023

Closing Date: 28 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here 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. We provide acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding regions. More information can be found on the CHS website.

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

The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas.

Instrument/Circulating CDNs provide one on one and group Perioperative teaching, clinical support, ongoing evaluation, and feedback for graduate Nurses across a diversity of clinical areas within Canberra Hospital Health Services.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Benjamin Lollback (02) 5124-3437 benjamin.lollback@act.gov.au

Medicine**Respiratory & Sleep****Respiratory Scientist - Respiratory and Sleep****Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 24824 - 02D9P)**

Gazetted: 13 September 2023

Closing Date: 11 October 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here 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 Respiratory and Sleep Medicine (DRSM) provides both inpatient and outpatient services to the ACT and surrounding region. The department manages approximately 1,300 in-patient admissions annually. The department receives around 2,000 referrals per year for outpatient medical clinics. Our service includes the full range of care including respiratory and sleep diagnostic investigations and therapeutic interventions, interventional bronchoscopy (including EBUS) and specialised services for sleep disorders, TB, cystic fibrosis, severe asthma, interstitial lung disease and respiratory infections.

The Respiratory Physiology Laboratory (RPL) is accredited by the Thoracic Society of Australia and New Zealand (TSANZ) to provide clinical services to adult and paediatric patients for the assessment and monitoring of respiratory conditions. The RPL provides a suite of respiratory assessment, including spirometry, lung volume measurements, gas transfer, bronchial provocation testing, cardiopulmonary exercise testing.

An exciting opportunity exists for a suitably qualified respiratory scientist to join the Department’s Allied Health team. This position requires subject matter expertise and the ability to work autonomously to conduct routine, and assist in complex, respiratory investigations according to procedures and standards for adult and paediatric populations. The role includes supporting the management of the service, the provision of education and training for staff and students and requires participation in and contribution to continual professional development of the respiratory scientist group. Within CHS, the respiratory science profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence.

For more information regarding the position duties click here for the [Position Description](#).

Contact Officer: Derek Figurski (02) 5124 2066 derek.figurski@act.gov.au

Medicine**Respiratory & Sleep****Sleep Scientist - Respiratory and Sleep****Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 31662 - 02D9Q)**

Gazetted: 13 September 2023

Closing Date: 11 October 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here 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 Respiratory and Sleep Medicine (DRSM) provides both inpatient and outpatient services to the ACT and surrounding region. The department manages approximately 1,300 in-patient admissions annually. The department receives around 2,000 referrals per year for outpatient medical clinics. Our service includes the full range of care including respiratory and sleep diagnostic investigations and therapeutic interventions, interventional bronchoscopy (including EBUS) and specialised services for sleep disorders, TB, cystic fibrosis, severe asthma, interstitial lung disease and respiratory infections.

The Sleep Disorders Unit (SDU) provides 24-hour clinical services to adult patients for the assessment and management of sleep disorders. The SDU provides clinical services to adult (inpatients and outpatients) for the assessment and management of sleep disorders. The SDU provides a suite of services, including Level 1 and Level 2 polysomnography, vigilance testing, and positive airways pressure therapy acclimatisation, initiation, and management.

An exciting opportunity exists for a suitably qualified sleep scientist to join the Department’s Allied Health team, working a combination of day, evening and overnight shifts. This position requires subject matter expertise and the ability to work autonomously to conduct routine, conduct routine and assist in complex polysomnography, and positive airways pressure therapy management according to procedures and published standards. The role includes supporting the management of the service, the provision of education and training for staff and students and requires participation in and contribution to continual professional development of the sleep scientist group. Within CHS, the sleep science profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Derek Figurski (02) 5124 5699 derek.figurski@act.gov.au

Allied Health**Acute Allied Health Services****Psychology****Spiritual Support Manager****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 15426-02DMQ)**

Gazetted: 13 September 2023

Closing Date: 26 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

- City living without the traffic – click here 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 Division of Allied Health Services is seeking experienced Spiritual Care Practitioner to join our leadership team. This position offers an exciting opportunity to implement a new professional model of spiritual care which is fully integrated in the health service, with equitable access for consumers of all faiths and beliefs, their families and staff. This new model has been proposed following a review of the Spiritual Support Services commissioned by the Office of the Executive Director of Allied Health in 2022.

Spiritual Support Services sits within the Division of Allied Health and is primarily responsible for:

- Delivery of Spiritual/Pastoral Care to patients, their families and also staff at the Canberra Health Services
- Delivery and coordination of religious services including sacraments, rituals, prayers and multi-faith responses to patients and staff.
- Maintenance and organisation of sacred spaces in CHS, such as the multi-faith room, for the purposes of reflection, prayer and rituals for people of all faiths.

The Manager of Spiritual Support Services CHS will be responsible for:

- Delivery of Spiritual Support Services throughout the Canberra Hospital and University of Canberra Hospital campuses in accordance with the Spiritual Care Australia professional standards (2014) and Spiritual Health Association’s Guidelines for Quality Spiritual Care in Health 2020.
- Recruiting and maintaining spiritual carer staff and volunteers
- Promotion and education of the service to clinical staff and establishment of clear referral procedures
- Coordination with members of churches and faith groups to establish the delivery of religious practices and rituals to patients and staff within CHS.
- Maintain the multi-faith room so that it can be used by the public for prayer and reflection.

About you:

Mandatory Requirements/Qualifications:

Tertiary level studies in Spiritual/Pastoral Care or in a relevant field (such as Counselling, Pastoral Theology, Psychology, Social or Behavioural Sciences as specified by Spiritual Care Australia (see <https://www.spiritualcareaustralia.org.au/membership/become-an-sca-member/membership-certified-advanced-via-ezidox/>

Advanced Certified Member (or eligibility) of Spiritual Care Australia

Capability to work at Level 3 or 4 of the Spiritual Health Association's Capability Framework for Spiritual Care Practitioners in Health Services (2020)

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

Desirable:

Demonstrated recent pastoral/spiritual care professional experience, preferably in a clinical health setting.

Minimum requirement of 400 hours of clinical training in the field of pastoral care, spiritual care, counselling or equivalent.

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

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

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 this position and how to apply "click here"

Contact Officer: Timothy Tooke (02) 51242230 Timothy.Tooke@act.gov.au

Mental Health, Justice Health, and Alcohol & Drug Services

Suicide Prevention Lead

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60105 - 02DCD)

Gazetted: 13 September 2023

Closing Date: 27 September 2023

Details: What can we offer you:

- City living without the traffic – click here 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.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The Suicide Prevention Lead will provide expertise in the development and implementation of a strategic and operational response to suicide prevention matters. The position will also work closely with other senior leadership teams across the MHJHADS Division and wider CHS, and with key external stakeholders.

The Suicide Prevention Lead will have highly developed professional and clinical knowledge of the evidence that supports key suicide prevention activities and initiatives, with the ability to lead MHJHADS towards reducing suicides in care.

For more information regarding the position duties click here for the Position Description.

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.

Contact Officer: Pete Podolski (02) 5124 1606 Pete.Podolski@act.gov.au

Obstetrics and Gynaecology**Personal Assistant - ASO4****Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 25879 - 02DGL)**

Gazetted: 13 September 2023

Closing Date: 27 September 2023

Details: What can we offer you:

- City living without the traffic – click here 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.
- 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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Women's, Youth & Children's provides a broad range of primary, secondary, and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital and health Services, Community Health Centres, client's homes, schools and Child and Family centres.

The Obstetrics and Gynaecology Department within the Centenary Hospital provides midwifery and nursing care to women from the ACT and surrounding regions. Maternity Services at the Centenary Hospital offers a diverse range of programs to women during pregnancy, birth and early parenting and strives to provide woman-centred, holistic, evidenced based, culturally respectful, quality care for women in the ACT and surrounding area. Gynaecology services at the Centenary Hospital offer specialist clinics to assist women experiencing gynaecological problems by investigating causes and managing and treating the conditions using evidence-based practice.

Under broad direction of the Operations Manager, the Administrative Support Officer role provides administrative support for a number of stakeholders and services within the department of Obstetrics and Gynaecology. The Administrative Support Officer is responsible for preparing a range of correspondence, diary, and inbox management, providing secretariat support to committees manage meeting room bookings, assisting with human resource and financial management functions as well as other general administrative duties.

For more information regarding the position duties click here for the [Position Description](#).

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

- Undergo a pre-employment National Police Check.
- Prior to commencing with this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Danielle Treloggen (02) 5124 7591 Danielle.Treloggen@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services**Director of Nursing****AAMHS CDN - Registered Level 2****AAMHS CDN - Registered Level 2****Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 52994 - 02DFV)**

Gazetted: 13 September 2023

Closing Date: 27 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and

Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here 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:

Adult Acute Mental Health Services (AAMHS) is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. AAMHS incorporates the Adult Mental Health Unit (AMHU), Mental Health Short Stay Unit (MHSSU) and 12B Mental Health Unit, AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU) for people experiencing moderate to severe mental illness. MHSSU is a low dependency 6-bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. 12B Mental Health Unit is a low dependency 10-bed acute inpatient unit.

The Clinical Development Nurse (CDN) is responsible for clinical teaching and the development of nursing practice within a therapeutic environment. This position reports to the AAMHS Clinical Nurse Educator (CNE) and will liaise with the clinical nurse consultants, managers, education providers, and other internal and external stakeholders in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working in the AAMHS.

You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

About you:

Mandatory Requirements/Qualifications:

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

Holds or is working towards post graduate qualifications, and/or has demonstrated advanced knowledge, skills and experience, in the area of adult education and clinical practice development.

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

Desirable:

Demonstrated experience in adult education and clinical practice development.

Current Passenger Vehicles Driver's Licence.

Certificate IV in Training and Assessment.

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

You will need to fulfil the responsibilities of this role as detailed in the CHS [Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering with Consumers Framework](#) and other [related frameworks](#).

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.

Contact Officer: Naomi Hughes (02) 5124 5406 Naomi.Hughes@act.gov.au

Safety and Risk Officer (ASO6) - Facilities Management**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 50366 - 02DI6)**

Gazetted: 08 September 2023

Closing Date: 13 September 2023

What can we offer you:

- City living without the traffic – click here 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.
- 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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Infrastructure and Health Support Services (IHSS) division is responsible for infrastructure delivery, maintenance, and an array of non-clinical support services with the primary focus of delivering timely patient centric solutions across CHS.

The Infrastructure Safety and Risk Section provide specialised advice and oversight on all areas of construction work undertaken on behalf of CHS. This includes planned and reactive maintenance as well as minor and major construction projects on both brown and greenfield sites.

The Infrastructure Safety and Risk Section is involved at all stages of construction from concept, through design, delivery, commissioning, and demolition. Frequently, this is undertaken in an operating health care environment with many inherent, complex challenges.

The role of the Safety and Risk Officer is to apply their safety and risk expertise to support project and maintenance works to meet relevant Legislative, Australian Standard and CHS requirements. This includes (but is not limited to) site surveillance and monitoring of compliance on nominated construction sites. The Safety and Risk Officer will also be expected to assist with the implementation and maintenance of safety and risk management systems and processes that align to the strategic goals and objectives set by the Division.

By fulfilling the ISAR Section responsibilities, we ensure that CHS staff, patients, volunteers, visitors and contractors have the safest possible built environment. In addition to ensuring projects, repairs and maintenance are undertaken to the highest safety standards to keep CHS at the forefront of modern medical facilities.

For more information regarding the position duties click here for the [Position Description](#).

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

- Undergo a pre-employment National Police Check.
- Undergo a pre-employment medical examination

Contact Officer: Shannon Keevers 0402 962 508 Shannon.Keevers@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 Training Services**Health, Community and Science****Human Services****Office Administrator****Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 39220)**

Gazetted: 13 September 2023

Closing Date: 27 September 2023

Details:

Do you currently work with in an office environment and are seeking a change of pace?
 Are you looking to transition into the public service?
 Or maybe you are just a little curious.... Read on!

CIT is seeking an experienced Administration Officer to join the CIT Human Services Department and assist in managing the administrative functions of the team.

WHAT DO WE WANT?

CIT is seeking a collaborative, customer-centric administration professional to fill the position of Office Administration within the Human Services Department. The key responsibility of this position is to provide high level administrative support to the Head of Department and Teaching staff.

WHATS THE POSITION?

As a member of the Human Services team, this position is responsible for providing exceptional customer service, coordinating a range of meetings, data base and records management, assisting in enrolments and associated administrative functions.

Reporting to the Head of Department, Human Services, the Office Administrator will liaise and work collaboratively with various teams across the Health, Community Science College, the Institute and Industry, to support the work area achieve their business outcomes. High level communication, administration and time management skills are essential in this role.

WHAT DO I NEED?

To be successful in this position, the applicant will display high levels of communication, and will be able to easily navigate various administration tasks to support the team to achieve operational requirements.

You will be a highly experienced administrator who thrives on learning new information, systems and tools and is easily able to transfer your knowledge to your day-to-day work. You will be a customer service professional and be able to assist students and teachers with their enquires. You will enjoy taking ownership of your role and will be able to work independently. High level communication, administration and time management skills are essential in this role.

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: Lisa Burling (02) 6207 2354 Lisa.Burling@cit.edu.au

Education Futures and Students

Student Services/Information and Recognition

Student Experience Officer Level 2/3

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 55052)

Gazetted: 08 September 2023

Closing Date: 15 September 2023

Details: The Canberra Institute of Technology welcomes your two-page pitch on why you may be the right person to join a highly motivated team of staff in the Information and Recognition/Student Services team who support current and future students to achieve their education goals. You will support both prospective and current students who engage with CIT via the phone, email and Live Chat.

To be successful in this role you'll need to have will need to have good computing skills, excellent communication skills and a willingness to help people. You will be required to engage with people from diverse backgrounds and therefore it is important that you can listen to their needs to understand what they require.

To be successful in this role you must be able to work cooperatively with others as well as individually in a fast paced and at times, pressured environment.

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: If you interested in this exciting position, please provide no more than a two-page pitch (response) outlining your relevant skills, experience, and knowledge and how these relate to the selection criterion.

Your application should include a current resume or curriculum vitae plus the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Carter (02) 6207 7351 LISA.CARTER@cit.edu.au

Education Futures and Students**Student Services/Information and Recognition****Student Experience Officer Level 4****Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 57234)**

Gazetted: 08 September 2023

Closing Date: 15 September 2023

Details: The Canberra Institute of Technology welcomes your two-page pitch on why you are the right person to join a highly motivated team of staff in the Information and Recognition/Student Services team who support current and future students to achieve their education goals.

In this exciting role you will provide students with information or advice on course selection and enrolment plus provide

guidance with other issues impacting their ability to study. You will also connect students with other support services across CIT.

To be successful in this role you'll need to have excellent communication skills and be able to work with people from a range of backgrounds. It's important that you can listen empathetically to their needs and work with them to achieve a positive interaction with CIT. Successful applicants should be highly organised and be able to solve problems quickly. You'll need to be good at multitasking and be able to work both individually and as part of a larger team.

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

How to apply: If you think you have the skills and possess a desire to assist students, please submit a pitch of no more than two pages in length outlining your experience, skills and knowledge you will bring to the role using the Position Profile Selection Criteria and Duties/Responsibilities as a guide. You must also include a current curriculum vitae plus the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Barbara McCormack (02) 6207 3560 Barbara.McCormack@cit.edu.au

Education Futures and Students**Student Services/Information and Recognition****CIT Ask Us Support Officer****Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 21068)**

Gazetted: 08 September 2023

Closing Date: 15 September 2023

Details: CIT Student Services welcomes your one to two page pitch highlighting why you are the right person to join a highly motivated team of staff in Information and Recognition/Student Services.

In this exciting position, you will be responsible for creating and maintaining the CIT's Frequently Asked Questions (FAQs) database. Additionally, you will work within the customer relationship management system to create standardised responses to support staff when they are responding to enquiries, send out bulk messages on behalf of CIT Colleges/Divisions and manage the CIT Ask Us mailbox. You will also, at times, be responding to enquiries from current, future and past students via the phone/email and live chat platforms to provide information or advice on course selection and providing guidance on other services are available to support their successful student journey through CIT.

To be successful in this role you'll need to have excellent communication skills and be able to work with people from a range of backgrounds. It's important that you can listen to their needs and understand what they require. Successful applicants should be highly organised and be able to solve problems quickly. You'll need to be good at multitasking and be able to work both individually and as part of a larger team.

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

How to apply: If this position sounds exciting to you, then please submit a pitch of no more than two pages in length outlining your experience, skills and knowledge you will bring to the role, using the Position Profile Selection Criteria and Duties/Responsibilities as a guide. You must also include a current curriculum vitae and then names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Barbara McCormack (02) 6207 3560 Barbara.McCormack@cit.edu.au

Education and Training Services

CIT Pathways College

CIT Year 12 Department

Year 12 Head of Department

Manager Education Level 1 \$133,267, Canberra (PN: 51884)

Gazetted: 08 September 2023

Closing Date: 22 September 2023

Details: The Canberra Institute of Technology (CIT) is seeking a motivated Head of Department to lead the Year 12 teaching department to achieve quality design and delivery of the ACT Senior Secondary Certificate.

The Head of Department works as part of a team across CIT Pathways College and CIT. The college creates pathways through delivering programs of learning and support to enable students to develop skills to thrive in further education, employment, and community.

The role requires high-level knowledge of the VET sector and comprehensive understanding of the operational environment of CIT, as well as detailed working knowledge of the ACT Board of Senior Studies (BSSS) policies and procedures.

The Head of Department reports to the College Director and is responsible for:

Managing the design, development, delivery, and evaluation of programs in line with policies and procedures of the BSSS, Australian Skills Quality Authority (ASQA) and CIT

Managing, administering and co-ordinating the activities of an education department according to institute policies and operational priorities

Managing the design, development, delivery and evaluation of training and support

Providing professional educational leadership

Planning, distributing and utilising financial, human and physical resources

Liaising and collaborating with stakeholders

Leading the department to connect within CIT and external agencies to build a wide range of future possibilities for students and the community

Eligibility/Other requirements:

Mandatory qualifications

All managers at Manager Education – Level 1 or Manager Education – Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma in Vocational Education and Training (or equivalent).

Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught.

Highly desirable

Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised.

Notes: This is a temporary position available from 17 October 2023 for up to 12 months with the possibility of extension and/or streamlining.

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

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 to address the selection criteria located in the position description, a maximum of two pages, and provide a current curriculum vitae with the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Marianne Mann (02) 6207 3484 Marianne.Mann@cit.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.

Corporate Services**Data and Digitalisation Branch****Manager, Learning Resources and Systems****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 16383)**

Gazetted: 07 September 2023

Closing Date: 21 September 2023

Details: Do you have a passion for systems and the skills to back it up? Are you curious and ready for a new challenge? Do you want to lead a small team and be actively involved in managing, analysing, and evaluating business priorities?

What Do We Want:

CIT is currently seeking a passionate, proactive, and productive individual to join our team in the position of Manager, Learning Resources and Systems. We are seeking an enthusiastic person with leadership skills who understands systems.

What Will You Do?

You will lead a small team engaged in managing the day-to-day operations of the CIT's Learning Management System (eLearn), Digital Repository (eLR) and Adobe Connect (Virtual Classroom) systems, as well as providing helpdesk support services to CIT staff and students.

What Do I Need?

In addition to technical skills, you'll need to demonstrate high-level communication skills, along with coordination, negotiation, liaison, and representational skills. You should also have a strong ability to establish and maintain effective and diverse business relationships, including with senior stakeholders, through collaboration, engagement, responsiveness, and influence. You can think on your feet and work effectively under pressure and within time deadlines.

Join us at CIT, where we believe in being Customer Centric, Professional, Collaborative, Trusted, Adaptable, Accountable, and Inspirational. Apply today for the opportunity to be a part of our innovative and forward-thinking team.

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

Eligibility/Other requirements: Highly Desirable:

At least two years relevant experience in a tertiary education environment.

Certificate IV in Training and Assessment, relevant industry qualifications in information technology.

Notes: 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: Please provide a written response to tell us why you would be our first choice for Manager, Learning Resources and Systems referencing your Skills, Capabilities and Qualifications. A response addressing the Selection Criteria of no more than two pages should be submitted in addition to a current curriculum vitae and the contact details of your two most recent referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jyothi Jayaram (02) 6207 3158 jyothi.jayaram@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Executive Branch Manager, Communications and Engagement and

Executive Branch Manager, Whole of Government Communications and Engagement

Temporary Vacancy (Various short term, up to six months)

Chief Minister, Treasury and Economic Directorate

CMTEDD Communications and Engagement

Position: E728 and E1095**(Remuneration equivalent to Executive Level 1.4)****Circulated to: #ACTPS Band 1 Executive, #ACTPS, SOGA, #MPC Infrastructure Managers****Date circulated: 14 September 2023**

Expressions of Interest are sought for the two Executive Branch Manager (EBM), Communications and Engagement positions, for short term (up to six months) vacancies, to cover leave backfill opportunities over the next 12 months.

One of the positions also performs the role of Deputy Public Information Coordinator in times of emergency and you must have experience in working in or leading the Public Information Coordination Centre and this must be noted in your application to be considered for this position.

There's never been a more important time to ensure the Canberra community is well informed about government programs, policies and services. These vacancies are an excellent opportunity to advance your professional skills and experience. If you:

have an established track record in providing advice and implementing contemporary and emerging Communications and Engagement (C&E) services

bring an audience-first lens to your work, informed by research, insights and evaluation

have significant experience in leadership roles in C&E, leading high performing teams

have a strong focus on maintaining effective working relationships with stakeholders.

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

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 please provide an Expression of Interest for the role, your curriculum vitae and details of two referees to Tamera Rogers via email to tamera.rogers@act.gov.au by COB Thursday 21 September 2023.

Contact Officer: Tamera Rogers 0457 766 383 tamera.rogers@act.gov.au

Economic Development**Skills Canberra****Analytics and Policy Services****Analyst****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53728, several)**

Gazetted: 13 September 2023

Closing Date: 27 September 2023

Details: Skills Canberra is seeking an interdisciplinary-minded individual to support the work of the Analytics and Policy Services team. The successful candidate will be part of a small, multi-disciplinary team that works across Skills Canberra, and consults regularly with internal and external stakeholders. The interdisciplinary nature of the project means the successful candidate should be a 'big picture' thinker, with a strong ability to link seemingly disparate information sources. The candidate will have excellent research and analytic skills, both quantitative and qualitative, as well as the ability to produce high-quality written documents and presentations for senior management and external stakeholders.

The Analytics and Policy Services Team is seeking to fill two Analyst roles at the Administrative Services Officer 6 level. In this role you will be responsible for a range of tasks appropriate to this level of classification which may include improvements, automation and support in the technical management. This may include technical knowledge of, but not limited to, Excel, SharePoint, R, SQL, FME and PowerBI. You will have excellent oral and written communications skills and the ability to liaise effectively with both internal and external stakeholders.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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: Understanding of or tertiary qualification in economics, human capital, education, evaluation, as well as experience with data analytics and visualisation.

Note: There are two positions available from 1 October 2023 until 31 March 2024 with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsten Anderson (02) 6207 6890 Kirsten.Anderson@act.gov.au

Communications and Engagement

Administrative Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 44884)

Gazetted: 12 September 2023

Closing Date: 26 September 2023

Details: Are you well-organised, reliable and able to demonstrate good judgement? Are you interested in providing support to a dynamic Communications and Engagement division that ensures that the Canberra community is well informed on government programs, policies and services?

The CMTEDD Communication and Engagement division is looking for an Administrative Support Officer to join our team for up to 12 months with the possibility of extension or permanency.

This position provides operational and administrative support to the Communications and Engagement division as well as the coordination of communication activities. It will contribute to the delivery of timely and accurate information to the leadership team, and wider division.

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 experience in a communications and engagement environment within the Australian or ACT Public Service is highly desirable.

The ability to work flexibly under limited supervision is required.

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

How to Apply: If you are interested in joining our team, 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 maximum 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 the "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, experience and behavioural capabilities make you the best person for this role.

Applicants must submit a current curriculum vitae and two referees including their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kimberly Street 0488 123 443 Kimberly.Street@act.gov.au

Communications and Engagement

Governance and Protocol Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 46010)

Gazetted: 12 September 2023

Closing Date: 19 September 2023

Details: Details Are you well-organised, reliable, and able to demonstrate good judgement? Are you interested in providing support to a dynamic Communications and Engagement division that ensures that the Canberra community is well informed on government programs, policies, and services?

The CMTEDD Communication and Engagement division is looking for a Governance and Protocol Officer to join our team. This position provides strategic, operational, and administrative support to our Communications and Engagement Division including overarching business and financial management of the division.

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 experience in a communications and engagement environment within the Australian or ACT Public Service is highly desirable.

The ability to work flexibly under limited supervision is required.

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

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

How to Apply: If you are interested in joining our team, 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 maximum 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 the "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, experience and behavioural capabilities make you the best person for this role.

Applicants must submit a current curriculum vitae and two referees including their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kimberly Street 0488 123 443 Kimberly.Street@act.gov.au

Corporate**Corporate Management****Governance, Security and Audit****Senior Director Governance, Security and Audit****Senior Officer Grade A \$157,201, Canberra (PN: 62845)**

Gazetted: 12 September 2023

Closing Date: 19 September 2023

Details: We are looking for an enthusiastic governance expert for the role of Senior Director Governance, Security and Audit within CMTEDD Corporate.

The role leads a small technical team of subject matter experts which covers numerous aspects including governance policy and frameworks, risk management, fraud prevention, protective security, business continuity, disaster recovery, internal audit, and compliance.

As well as leading the team, the role is essential in driving a strong culture in relation to governance and compliance; and is relied on to provide expert advice. They will undertake the role of Agency Security Advisor; and Head of Internal Audit. The position requires the holder to have, or to be able to obtain a security clearance at the NV1 level.

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

How to Apply: Applicants should provide a written response addressing the role and capabilities in a pitch of no more than two pages; a current curriculum vitae and the names of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsten Thompson (02) 6207 8207 Kirsten.Thompson@act.gov.au

Access Canberra

Construction Utilities and Environment Protection

Rapid Regulatory Response Team

Compliance Regulator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 56846)

Gazetted: 11 September 2023

Closing Date: 2 October 2023

Details: Do you want to help make Canberra a better place to live? Are you interested in implementing change? Do you want to help raise the quality of building in the ACT? This might be the opportunity for you. Applications are sought to fill the permanent position of Compliance Regulator in the Rapid Regulatory Response Team (RRRT). Access Canberra is looking for a person with a unique combination of skills, knowledge, and behaviours to fill the role of Compliance Regulator in the Rapid Regulatory Response Team. In this role you will respond to complaints received by Access Canberra in relation to building and planning matters. You will conduct complex regulatory activities to assess compliance with the relevant Acts, Regulations, and technical building requirements, as well as on-site inspections and audits. The role requires extensive liaison and communication with a range of stakeholders, including owners of properties, construction professionals and complainants. You will assess and provide ACT building and planning legislation related advice on site to stakeholders while adhering to Access Canberra's engage and educate policy approach to resolving complaints. Highly desirable for the role are excellent customer service skills, and knowledge or ability to quickly gain knowledge of ACT building and planning legislation (including ACT development approval and building approval frameworks) and other relevant legislation, along with a very good understanding of Canberra building industry networks.

You will have a great team to work with and support you in one of the most diverse and interesting agencies in the ACT Government. If you are up for a professional challenge in an environment that will support your growth and development as a regulator then this is the role for you. Please see the attached Position Description for an outline of the position's responsibilities.

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

Notes: A merit pool will be prepared from this recruitment process which will be used to fill future similar permanent or temporary opportunities in RRRT if become available within 12 months from the completion of current recruitment process.

How to Apply: If you have read the Position Description and selection criteria and would like to apply for the role, please send:

Current curriculum vitae

Two-page response addressing the selection criteria giving examples of your experience that demonstrates you can successfully perform this role (maximum of two pages)

Applications should be submitted via the Apply Now button below.

Contact Officer: Ajith Buddhadasa 02 6205 8359 Ajith.Buddhadasa@act.gov.au

Digital, Data and Technology Solutions

Digital Records Team Leader

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 62965)

Gazetted: 12 September 2023

Closing Date: 19 September 2023

Details: Are you the resident Content Manager (TRIM) guru in your area? Are you the go-to person to fix problems?

Do you like system configuration, liaising with clients of all different work fields and helping people? We've got an opportunity for you!

The Digital Records Support team are looking for an enthusiastic team member to assist in the management and administration of the Whole of Government Electronic Document Records Management Systems (EDRMS) offered by the ACT Government. You will be the technical escalation point for the Digital Records Support team members and will consult directly with Directorates and vendors regarding system configurations and maintenance. This role will include but is not limited to; analysing system issues, liaising with vendors, conducting audits, implementing system improvements, managing the DRS Service Desk and reporting.

If this sounds like you, we encourage you 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 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: The successful applicant will require experience in Content Manager (TRIM).

Note: This is a temporary position available from the 02 October 2023 for a period of 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: Please provide a written application up to two pages directly addressing each of the what you require Technical and Behavioural capabilities along with your curriculum vitae and the contact details of two referees.

Applications should be sent via the Apply Now button.

Contact Officer: Matthew Davis (02) 6207 9719 Matthew.Davis@act.gov.au

Digital Data and Technology Solutions**Major Programs****Program Manager****Senior Officer Grade A \$157,201, Canberra (PN: 25222)**

Gazetted: 08 September 2023

Closing Date: 22 September 2023

Details: Details Digital, Data and Technology Solutions (DDTS) Group is looking for an experienced Program Manager to join the Major Programs Branch.

The Program Manager role operates within a major transformation program focused on establishing whole of government ICT capability. The Program relies on a multi-partner approach including program assurance, design and implementation partners and digital platform providers.

The position requires program management and delivery leadership, as well as exceptional organisational skills, self-motivation skills and attention to detail. The applicant must have highly developed communication and engagement skills and experience in managing highly complex programs.

The successful applicant will have strong leadership and stakeholder management capabilities. Together with a strong strategic focus and a deep understanding of project management, the ideal candidate will drive a strong program management culture of governance, planning and accountability.

The Major Programs Branch leads the delivery of specific whole of government large-scale development initiatives that aim to modernise and strengthen how we use technology to further improve the quality of life for all Canberrans and the ways of working within the ACT Government.

The Branch is focused on working collaboratively across government to enable successful fit for purpose change transformation through connecting people, process, and technology in a complex 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 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 role requires you to obtain and maintain an Australian Government Baseline security clearance, which will be sponsored by CMTEDD. To be eligible for an Baseline security clearance, you must

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Katrina Keep (02) 6207 3416 Katrina.Keep@act.gov.au

Office of Industrial Relations and Workforce Strategy

Workforce Strategy, Leadership and Capability

Program Officer, Graduate Talent

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 52110)

Gazetted: 08 September 2023

Closing Date: 22 September 2023

Details: [About the Job](#)

Yuma! Are you looking for a change? Do you relish working in a challenging and rewarding role? Do you enjoy recruitment, onboarding and working with a variety of stakeholders across the Service? The Graduate Talent Team, in the Office of Industrial Relations and Workforce Strategy (OIRWS) Division, is looking for an enthusiastic and dedicated Program Officer to support the coordination and delivery of the ACT Government Graduate Program and Recruitment Program.

Did you know that the ACT Government aims to be the most progressive jurisdiction in Australia for our workforce practices. We may be small, but we are already recognised for leading the flexible and hybrid work agenda, and we are putting dedicated attention towards driving inclusive workforce cultures across the ACTPS, contemporary leadership practices which support trust and change, and working to encourage and embed innovation into the way we work.

What you will do

You will work with a team of enthusiastic professionals who come from a variety of professional backgrounds and areas of expertise so don't expect to do it alone!

Alongside other key members of the team, you will apply your established project management and event coordination skills to support the end-to-end Graduate Program, including the attraction, application, assessment, selection and recruitment phases.

Coordinate and support the delivery of the Graduate Learning and Development Program.

Coordinate and support Graduate rotations across the ACTPS in consultation with senior leaders and key stakeholders.

Develop and maintain effective stakeholder relationships with a broad range of colleagues across the Service to design and deliver innovative recruitment, development and retention strategies.

Provide support to supervisors and a range of senior leaders and stakeholders through well written, clear and concise communications, briefs and other materials.

Provide leadership, guidance and tailored support to Graduates.

Work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

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:

Understanding of and experience in recruitment and/or graduate program management is desirable but not essential.

Diverse background?

As you would expect, we embrace workforce diversity and are committed to creating an inclusive workplace. We offer a warm welcome to applicants who identify as Aboriginal and/or Torres Strait Islander, people with disability, LGBTIQ+, Veterans, neurodiverse, and those from culturally and linguistically diverse backgrounds.

Need ACTPS experience?

Nope, you don't have to be from the ACTPS or public sector to apply. We love new and different ways of thinking and we'll help you learn our context (and acronyms).

Where can you work?

We have access to ongoing hybrid work arrangements including home-based and activity-based working (ABW) when working from the office (located at 220 London Circuit, Canberra City) and our new Innovation Centre.

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

How to Apply:

Applicants should submit a two-page statement outlining their skills and experience relevant to the role and against the selection criteria.

A copy of a current curriculum vitae and contact details of two relevant referees is required with the submission.

Enquiries about the role should be sent to: Leah.Kupke@act.gov.au

Applications should be submitted via the Apply Now button below.

Contact Officer: Leah Kupke (02) 6205 7018 Leah.Kupke@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Education ICT

Software Support Officer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 15206)

Gazetted: 08 September 2023

Closing Date: 21 September 2023

Details: As part of the Education ICT Software and Licensing Team, the Software Support Officer is required to support the Software and Licensing requirements for the Education Directorate by engaging with End Users, Shared Services technical teams, project teams and vendors regarding purchasing, licensing, packaging, testing, upgrading and compatibility of software applications requested by the Education Directorate, Central Office and ACT Public Schools. Provide technology advice and guidance, as well as ensuring consistency of service delivery, by prioritising and managing workflows and supporting the team to achieve deliverables in an Information Technology Infrastructure Library (ITIL) 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

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

How to Apply: Please attach the following to your application:

Your curriculum vitae.

Names and contact details of two professional referees; and

A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mitchell Darmody (02) 6207 0928 Mitchell.Darmody@act.gov.au

DDTS

TSB

EUS**Senior SOE and Reporting Developer****Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 40289)**

Gazetted: 07 September 2023

Closing Date: 14 September 2023

Details: Endpoint User Services is looking for an experienced senior SOE and Reporting Developer. This position will work within a team to deliver whole of Government solutions across multiple platforms and operating systems. The successful applicant will have specialist skills across these technologies and platforms, will be able to work with a high level of autonomy as well as in a team 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 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 current CMTEDD issued Personnel Vetting Program certificate/clearance or ability to obtain and maintain a certificate is mandatory.

Notes: This is a temporary position available from 11 October 2023 until 11 October 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. 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 an application of up to three pages, addressing the capabilities listed under the "What you Require" section, while noting the responsibilities under the "What you will Do" section of the position description along with a current copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dean Parrott (02) 6205 3103 Dean.Parrott@act.gov.au

City Renewal Authority

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

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

There were no vacancies this week for City Renewal Authority

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

Office of the Director General**Regulation, Assurance and Quality****Corporate Assurance and Risk Management****Assistant Director****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57341)**

Gazetted: 13 September 2023

Closing Date: 27 September 2023

Details: Are you enthusiastic about improving governance systems in the public sector and building a fulfilling career in corporate governance? If so, the Community Services Directorate (the Directorate) has the perfect opportunity for you. As the Assistant Director, Corporate Assurance and Risk Management(permanent, ongoing position), you will join a high-performing team that provides confidence to Senior Executives that the Directorate's objectives are being met.

In this role, you will lead a small team to conduct quality assurance reviews on a variety of topics, support program areas to identify and address program risks and plan and respond to business continuity threats. You will

implement and monitor the key governance frameworks of the Directorate and report on emerging issues, risks and opportunities.

As a valued member of the CARM team, you will have the opportunity to work on exciting new projects on a regular basis and contribute to the constant improvement of business operations. This role offers the chance to work in a challenging and diverse environment, with reasonable deadlines, all within a supportive team culture. The Directorate 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.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Bianca Murcutt . Bianca.Murcutt@act.gov.au

Communities

Women, Youth and Multicultural Affairs

Office of Women

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 36560, several)

Gazetted: 07 September 2023

Closing Date: 21 September 2023

Details: The Communities Division within Community Services Directorate (CSD) is seeking applications from high performing candidates to temporarily fill the position of Senior Director(s) for the Women, Youth and Multicultural Affairs branch.

The branch oversees the implementation of strategies, policies and regulatory frameworks, supports Ministerial Advisory Councils, delivers awards and events and administers grant programs. You will lead, develop and implement policies, programs and projects as they relate to women, youth and multicultural affairs.

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

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.

If this sounds like the job for you, we would love to hear from you!!

Notes: There are several temporary positions available immediately through to mid-2024, with the possibility of extension up to less than 12 months and/or permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: Please submit your application 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 referees. Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sanzida Akhter (02) 6207 0224 Sanzida.Akhter@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre**CTC General Manager****Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 3557)**

Gazetted: 12 September 2023

Closing Date: 19 September 2023

Details: The Canberra Theatre Centre, Australia's first arts centre, seeks a General Manager.

The General Manager position supports the Director in management of the Centre's operations, with specific areas of Front-of-House, Ticketing and Food and Beverage Services under direct control.

The role manages the finances of the theatre in liaison with the Cultural Facilities Corporation finance team, and leads revenue and expenditure modelling and control, and business development.

The ideal candidate will have highly regarded experience in arts and culture leadership.

They will have a keen head for finance, coupled with the desire to support delivery of live performance to the citizens of the nation capital at the highest level.

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

How to Apply: Please send us a pitch of no more than two pages that directly relates to the role ahead of you, as you see it, and your curriculum vitae, and two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Alexandria Tibbetts 02 6243 5736 Alexandria.tibbetts@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****Office for Schools****North Gungahlin****Neville Bonner Primary School****Enrolments Officer / Principal Assistant****Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 51661)**

Gazetted: 13 September 2023

Closing Date: 20 September 2023

Details: Neville Bonner Primary School is a P-6 primary school situated in the North Canberra / Gungahlin Network.

The successful applicant will be an integral part of the team. Neville Bonner Primary School is looking for an Enrolments Officer /Principal Assistant that works closely with the administration team to oversee the schools enrolment processes. They will provide administrative support to the principal. They will work as part of the front office team and duties may involve student/first aid support.

Eligibility/Other requirements:

The ASO4 is required to work during stand down periods between school terms to undertake duties as directed, for example, records management, program preparation as well as flexible working hours to meet the needs of the position. This will be subject to negotiation with the principal.

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

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

How to Apply: The online application form requires a written response (maximum of two page) and a curriculum vitae to be provided.

Application must include details of two referees. It is desirable that one is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: William Johnston (02) 6142 1201 William.Johnston@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.

Office for Schools

North Gungahlin**Neville Bonner Primary School****Finance Officer****Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 51433)**

Gazetted: 13 September 2023

Closing Date: 20 September 2023

Details: Neville Bonner Primary School is looking for a finance/facilities officer who works closely with the administration team. This role assists with the financial management of the school and works closely with a range of stakeholders including the Bonner community. This role assists with the day to day operational facilities management for the school. The role also involves providing front office support with administration and student support including first aid.

Eligibility/Other requirements:

The ASO4 is required to work during stand down periods between school terms to undertake duties as directed, for example, records management, program preparation as well as flexible working hours to meet the needs of the position. This will be subject to negotiation with the principal.

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: Selection may be based on application and referee only.

How to Apply: The online application form requires a written response (maximum of two page) and a curriculum vitae to be provided. Application must include details of two referees. It is desirable that one is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: William Johnston (02) 6142 1201 William.Johnston@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.

Dickson College**Dickson College - School Leader C - Technology/VET/Careers****School Leader C \$135,383, Canberra (PN: 02008)**

Gazetted: 12 September 2023

Closing Date: 26 September 2023

Details: Dickson College is seeking a highly motivated, dynamic and innovative individual to fill the SLC position of Executive teacher Technology, VET and Careers. As a member of the School Executive Team, they will provide leadership and management that supports the school improvement plan and is consistent with the policies of the Education Directorate and the College. They will lead their teams with strong instructional leadership to assist students to develop and demonstrate the skills and capabilities identified in the 2020-2025 Improvement plan. The role includes effective management of resources, finances, staff and professional development within the areas of responsibility.

The successful applicant will demonstrate best practice pedagogical approaches, collaborative teaching and learning and an ability to engage a diverse range of students from various backgrounds.

Relevant Skills and Abilities

Work as an effective leader within the school executive team and lead all aspects of teaching and learning for the Design and Technology curriculum areas.

Oversee curriculum delivery, assessment and certification within faculty course areas.

Manage faculty budgets and resources.

Lead and manage core business for Careers and Transitions. Manage associated staff – teaching and support staff.

Provide support and leadership to VET teachers within the faculty and the North Training RTO.

Act as RTO liaison for DC.

Eligibility/Other requirements:

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

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

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

How to Apply: Questions about individual school leader positions should be directed to the relevant Contact Officer. This can help when preparing your submission as the contact officer be able to share with you more detailed information about the position, allowing you to tailor your response.

Conducting some research about the Directorate, the ACT Government and the ACT Public Service before making a submission can also provide you with insights to help make your responses more relevant.

The aim of a written response is to provide the selection panel with clear, concise information and evidence about your demonstrated suitability and potential to perform the role effectively.

Before you start your written response, check the format and style that is being requested as this may differ from other formats and styles you've prepared previously. Any written response should be persuasive with evidence-based examples to demonstrate your abilities.

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

Statement of claims based on the Position Information and School Leader Capability Framework:

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Curriculum Vitae:

Your curriculum vitae should be up to date and provide relevant information about your education, employment history, experience and workplace achievements. It should be formatted to make it easy to read.

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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caitlin Horan (02) 6142 0140 Caitlin.Horan@ed.act.edu.au

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

School Improvement

North Canberra/Gungahlin

Gold Creek School

Executive Teacher 7-10- Head of Faculty/Year Level Executive - Gold Creek School

School Leader C \$135,383, Canberra (PN: 02057)

Gazetted: 12 September 2023

Closing Date: 26 September 2023

Details: Gold Creek School is a P-10 International Baccalaureate (IB) School situated in the North/ Gungahlin network. We cater for students from preschool to year 10 offering both the IB Primary Years Programme (PYP) and the IB Middle Years Programme (MYP). Our teachers and leaders are deeply committed to the principles of the IB, with its focus on academic excellence, differentiated instruction, rich co-curricular experiences and active global citizenship. We strive to develop global minded citizens who learn from one another, share unique perspectives, foster mutual respect, and cultivate the core values of an IB education. Gold Creek School is seeking an inspiring and innovative leader who will work in collaboration with the wider executive team to achieve the priorities outlined in the School Improvement Plan 2022-2026.

Leadership responsibilities include, but not limited to:

Lead a faculty team on the senior site. Preferable experience in leading HASS/Languages.

Coaching staff in evidence based practices, with a strong focus on inclusive practices.

Lead a year level team.

Lead Professional Learning Communities (PLCs) with teaching team/s through a collaborative culture focused on student learning and results.

Support the Principal and senior leadership team in the promotion and implementation of the school vision and School Improvement Plan.

Undertake an appropriate teaching load, as directed by the Associate Principal.

Eligibility/Other requirements:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI).

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

How to Apply: Please provide a Statement of Claims based on the School Leader Leadership Capabilities outlined in the application package (maximum six pages). A current curriculum vitae (two pages) and contact information for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Jagers (02) 6142 1300 Nicole.Jagers@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.

Office for Schools

North Gungahlin

Black Mountain School

School Leader C - Black Mountain School

School Leader C \$135,383, Canberra (PN: 53029)

Gazetted: 12 September 2023

Closing Date: 19 September 2023

Details: The successful School Leader C (SLC) will have experience working with students with a moderate to severe intellectual disability within an interprofessional model of continuous improvement. They will demonstrate the skills and attributes to lead and embed a culture of continuous improvement. They will lead a collaborative, improvement focused community of teachers, interprofessionals and LSAs. As a part of their face to face teaching the successful applicant will have the knowledge and attributes to lead a complex classroom team. This is inclusive of expertise in Augmentative and Alternative Communication, Zones of Regulation and SoSAFE! with a strong focus on individualised post school goals and the Australian Curriculum. In-class shoulder to shoulder teaching, mentoring, and coaching are key attributes of the successful School Leader C at Black Mountain School.

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

Eligibility/Other requirements:

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

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

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: 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 respond with a curriculum vitae and five-page response to the Leadership Capabilities; leading teaching and learning, developing self and others, leading improvement innovation and change, leading the management of the school and engaging and working with the community.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lara Coman (02) 6142 1400 Lara.Coman@ed.act.edu.au

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

Communications and Engagement

Business Services Group

Director, Strategic Communications

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 09514)

Gazetted: 12 September 2023

Closing Date: 19 September 2023

Details: Are you a strategic communications specialist with a passion for public education? Do you want to help celebrate and tell the stories of our ACT public schools?

The Education Directorate is looking to fill a key senior role within its Communications and Engagement Team. The successful candidate will lead a large program of work delivering a number of initiatives as part of the Education Directorate's Future of Education and Set up for Success Strategies.

This is a great opportunity for an experienced communication professional to work in a strategic communication, engagement, and campaign role across a range of varied projects and programs from teacher recruitment to student wellbeing and inclusion. If you like working on projects from the strategy stage through implementation and working with teams on diverse topics, this is the role for you.

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

How to Apply: Please submit a two-page pitch addressing the Behavioural Capabilities, Professional/Technical Skills and Knowledge and Compliance requirements/qualifications as outlined. Please include your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Van Aalst 0416 239 266 Sally.VanAalst@act.gov.au

Business Services**Governance****Information Access****Claims and Redress Officer****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40940)**

Gazetted: 08 September 2023

Closing Date: 15 September 2023

Details: A challenging and interesting opportunity exists in the Information Access team for an experienced and capable person to support the Directorate's management of and responses to personal injury claims and requests for information under the National Redress Scheme.

It is a role that requires a special person because it frequently encounters information that may be confronting, as it relates to neglect, abuse, or violence, particularly towards children. However, there is no direct contact with victim-survivors.

The ideal candidate will have the ability to confidentially deal with challenging personal and sensitive information, a very strong attention to detail, high level communication and interpersonal skills, and sound judgment.

Note: This is a temporary position available imminently until 30 October 2023 with the possibility of extension and/or permanency.

How to Apply: Interested applicants should submit their curriculum vitae, including names of two referees, and pitch of no more than two pages addressing the 'What You Require' section of the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paula Murray (02) 6205 9691 Paula.Murray@act.gov.au

School Performance and Improvement**North Canberra and Gungahlin Network****Shirley Smith High School****Building Service Officer****Building Service Officer 3 \$75,931 - \$80,136, Canberra (PN: 62451)**

Gazetted: 08 September 2023

Closing Date: 22 September 2023

Details: Shirley Smith High School is located in the Gungahlin district of Canberra and will open in 2024. The school will cater for up to 800 students from years 7 to 10 and up to 90 teaching and ancillary staff. The new school will provide high quality contemporary indoor and outdoor learning environments. These inclusive facilities will support students with a diverse range of learning and social needs. Shirley Smith High School will offer a modern, dynamic learning and teaching environment. The school will implement the Australian Curriculum and the specialist programs to be offered will be determined as part of the planning and induction process.

We are seeking a dynamic and collaborative Building Services Officer to join the team at Shirley Smith High School. The BSO will be an integral part of the team supporting and working with Business Manager in managing and leading the building works undertaken at the school.

Eligibility/Other requirements:

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

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement. For further information refer to: [WorkSafe Website](https://www.worksafe.gov.au)

Mandatory Crystalline Silica Exposure Prevention: Evidence of completion of training delivered by a Registered Training Organisation for Crystalline Silica Exposure Prevention is required prior to commencement. For further information refer to: [WorkSafe website](https://www.worksafe.gov.au)

Mandatory White Card: Evidence of completion of training delivered by a Registered Training Organisation for Prepare to work safely in the construction industry (White Card) is required prior to commencement. For further information refer to: [Access Canberra](https://www.accesscanberra.act.gov.au)

A pre-employment medical clearance is required prior to commencement. This assessment is at the cost of the Directorate and not the applicant. If/when a request for registration is in the final stages of completion, contact will be made with the applicant to organise the medical assessment.

Mandatory Training in other WHS procedures may be required during employment: for example, Working at Heights, Sharps.

Desirable:

An industry recognised trade qualification or equivalent work experience.

A current First Aid Certificate.

Notes: This is a permanent position available immediately. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: Applicants should submit a response to each Selection Criteria which outlines skills and experience relevant to the position. Please submit a current curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sumana Sen (02) 6142 0004 Sumana.Sen@ed.act.edu.au

Service Design & Delivery

Digital Strategy, Services & Transformation

Service Centre Team Leader, Business Systems - Teaching and Learning

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 44257)

Gazetted: 07 September 2023

Closing Date: 14 September 2023

Details: Our ideal candidate has experience in the Providing ICT and Administrative support in a fast paced corporate environment. The ability to provide day to day administrative support as well as provide operational support across the team will be critical to this role.

You will have excellent organisational skills and experience in creating a range of high level documentation. Attention to detail and strong coordination skills will be essential, as will your ability to consistently deliver excellent customer service.

Ideally you will be familiar with support for ICT Service and Deliver in an educational setting, and have a strong understanding of the Directorate's strategic direction.

You will be flexible, motivated and capable of prioritising your work. Having the ability to form productive working relationships with colleagues of all levels should be one of your core professional strength.

Our ideal candidate will take ownership of their work, have strong written and verbal communications skills as well as a demonstrated ability to work independently or as part of a team

The ability to juggle priorities, be resilient and tactful, passionate about what you do and committed to making a difference are key traits for the ideal candidate.

Eligibility/Other requirements:

Possession of a current driver's licence and access to a private vehicle.

Permanent resident of Australia.

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

Note: This is a temporary position available immediately until 10 March 2024 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 a response to the selection criteria (max pages)

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. Referees will not be contacted without your knowledge.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ken Dodds (02) 6205 1511 Ken.Dodds@act.gov.au

Business Services Group

ICW

Repairs & Maintenance

Network Project Officer

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

Gazetted: 07 September 2023

Closing Date: 21 September 2023

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

The Schools Maintenance (R&M) unit within ICW manages the repairs and maintenance of ACT Government school buildings and facilities including:

General repairs and maintenance in schools.

Hazardous materials removal and school hazardous materials management plans.

Fire, emergency lighting and security systems.

Tree safety assessments.

Lifts and automatic doors.

School insurance claims.

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

Eligibility/Other requirements:

Project Management, or accreditation with a professional body recognised within Australia, or

Hold a relevant building degree, or

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

Highly Desirable

Current Drivers Licence

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

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

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

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

Notes: This is a temporary position available from 05 October 2023 to 30 January 2024 with the possibility of extension up to less than 6 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

- Also attach a current curriculum vitae; and
- List of referees
- Applications should be submitted via the Apply Now button.
-

Contact Officer: Fiona Kidman, 0435 968 933, fiona.kidman@act.gov.au

Applications should be submitted via the Apply Now button below.

Belconnen

Maribyrnong Primary School

Defence School Mentor

School Assistant 2 \$51,548 - \$56,919, Canberra (PN: 35675)

Gazetted: 07 September 2023

Closing Date: 21 September 2023

Details: Maribyrnong Primary School is a vibrant, growing school community situated in Alberga Street, Kaleen, in the Belconnen region. Strong partnerships between students, parents and staff bring many innovations and exciting experiences for all. At Maribyrnong Primary School we have a whole child approach to learning and teaching which acknowledges and celebrates the important role that families and communities play in the education of our students. We provide a learning program from preschool to year 6 that caters for the whole child, celebrating difference and acknowledging that all children are individuals.

Role Overview: Maribyrnong Primary School is seeking to appoint a Defence School Mentor (DSM) who is passionate about the wellbeing of children and young adults as part of the Defence School Mentor Program (DSMP). This program, delivered in schools, is designed to provide practical assistance to Defence families and support the social and emotional wellbeing of Defence students within their schools. The role is funded by the Defence Member and Family Support (DMFS) Branch, of the Commonwealth Department of Defence. The DSM role provides specialised, on-site support to meet the needs of Defence students and their families within the school community. The DSM's role is embedded in Maribyrnong's wellbeing team.

Eligibility/Other Requirements:

Primary objectives for role:

Supporting the integration of new Defence students into the school environment.

Supporting Defence students experiencing any social, emotional or academic challenges.

Supporting Defence students experiencing the impacts of Defence related parental absence and relocation.

Directing students to school, Defence or external programs, services or opportunities that meet their support needs.

Increasing the awareness and appreciation of the unique Defence lifestyle and associated challenges for students in schools and local communities.

Key responsibilities for Defence School Mentor:

Supporting the transition of Defence families and students into and out of the school during posting (e.g. developing welcoming activities, integration activities to provide support during transition into a new school, absence support activities to provide support during periods of parental absence, and farewelling activities to prepare Defence families and students for relocating to a new school).

Providing Defence students with age-appropriate, social and emotional support that enhances existing school supports.

Providing Defence families with information about the school environment and available Defence Member and Family Support (DMFS) programs relevant to their student's development.

Raising awareness and building capacity among school staff to respond to the social and emotional needs of students from Defence families.

Possessing a strong understanding of the Defence lifestyle and developing strong relationships with Defence students at the school.

Applicants are required to have:

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

High level of oral and written communication skills, and the ability to communicate effectively with Defence students, families, DSM supervisors (including members of the school's Wellbeing Team), principal, and school staff.

Ability to effectively plan, organise, and deliver innovative and creative programs, resources and activities relating to Defence students, families and the school community.

Strong initiative and the ability to organise their own work, set priorities, meet deadlines, and be able to work independently and within team environments.

Ability to quickly acquire an understanding of the school context and student population.

Note: This is a temporary position available from 9 October 2023 for 12 months with the possibility of permanency. This position is part-time at 12.5 hours per week and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: To apply for this position, please submit your curriculum vitae along with a covering letter outlining how you meet the role responsibilities and Selection Criteria outlined above. Please also provide proof of a valid Working with Children Check, as well as the details of any referees that can be contacted to discuss your prior experience working with children.

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: Anna Thorpe (02) 6142 0570 Anna.Thorpe@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

Environment, Heritage and Water

Office of Nature Conservation

Aquatic and Riparian

Fisheries Conservation Officer

Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 62898)

Gazetted: 11 September 2023

Closing Date: 25 September 2023

Details: Are you passionate about conservation and recreational angling and like talking to people? Do you want to work on managing and improving the ACT's fishery? The Aquatic and Riparian Team in the Office of Nature Conservation has a two-year position (possibility of permanency) available for a Fisheries Conservation Officer. This role will take on many aspects of fisheries management including stocking, angler engagement and education, compliance, fish stock monitoring and contribution to targeted research to help answer fisheries management questions.

The position is situated with the newly established Office of Nature Conservation (ONC) brings together policy, science, and data expertise to accelerate unified thinking and action to respond to the immense conservation challenges facing the ACT. The ONC focuses on an outcomes-based philosophy to guide and inform on-ground conservation efforts undertaken by ACT Parks and Conservation Services, volunteer environmental partners and 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:

Tertiary qualifications in environmental management, environmental science, fisheries science, water science, natural resource management, or related disciplines.

Willingness and ability to conduct fieldwork and enforcement activities after hours and potentially in uncomfortable weather conditions.

Ability to work at other locations across the ACT to assist with and learn the business of, for example, compliance and enforcement or biosecurity management.

ACT Drivers licence and ability to operate a 4WD vehicle with a willingness to attend 4WD training including for recovery operations.

Highly Desirable:

Have compliance and enforcement skills and experience or willingness and motivation to participate in training to develop these skills.

Hold a boat licence and have boat handling experience.

Hold an electrofishing qualification or have experience electrofishing or willingness to obtain a qualification and experience with no health complications that would prevent participation in electrofishing activities.

Notes: This is a temporary position available immediately for two years with the possibility of permanency. 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. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to a maximum of 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: Lisa Evans (02) 6207 2117 Lisa.Evans@act.gov.au

Environment

Resilient Landscapes

Biosecurity and Rural Services

Biosecurity Veterinary Officer

Veterinary Officer Level 2 \$96,569 - \$129,156, Canberra (PN: 33389)

Gazetted: 13 September 2023

Closing Date: 27 September 2023

Details: Biosecurity and Rural Services has an opportunity for an enthusiastic person to join our team based at Stromlo depot.

You will assist with the development and coordination of the ACT Government Veterinarian operational program which delivers assistance to areas of government and Rural landholders across animal welfare and animal disease. Although this position does not have any staff management you will work as part of the Biosecurity and Rural Services unit and assist in the development of operational biosecurity implementation plans for Emergency Animal Diseases to ensure that the ACT Government is in a position of preparedness for Emergency Animal Diseases. You will also engage with ACT livestock producers on biosecurity issues that may impact on their businesses and may be required to undertake disease investigations and autopsies on livestock and other animals.

Eligibility/Other requirements: Knowledge, skills and experience required (Selection Criteria):

Ability to perform professional veterinary work of a difficult and complex nature including demonstrated knowledge of and experience in diagnosis and control of diseases related to animal health associated with rural and urban animals.

Sound appreciation of the animal health biosecurity issues pertinent to the ACT and surrounding region.

Experience in and/or knowledge of animal welfare issues associated with rural and urban animals.

Highly developed communication, representational and interpersonal skills, including negotiation and liaison.

Demonstrated understanding and commitment to the principles of workplace diversity, participative work practices and Work, health and safety.

Sound knowledge of relevant legislation and Codes of Practice in the ACT.

Knowledge of and/or ability to participate in emergency management exercises related to animal disease incursions, investigations, and prosecutions.

Notes: This is a temporary position available 2 October 2023 until 22 December 2023 with the possibility of extension up to six months. This position is available to ACT Government officers and employees only. Selection may be based on application and referee reports only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the selection criteria and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Warren Schofield (02) 6207 8480 Warren.Schofield@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

Executive Branch Manager, Corporate, ACT Corrective Services

Temporary Vacancy (from 25 September 2023 to 15 December 2023 with possibility of extension)

Justice and Community Safety Directorate**ACT Corrective Services**

Classification: Executive Level 1.3

PN: E850

Circulated to: #ACTPS Band 1 Executive, #ACTPS, SOGA, #MPC Infrastructure Managers

Date circulated: 08 September 2023

The Justice and Community Safety Directorate is seeking applications for an experienced senior executive to fill the role of Executive Branch Manager, Corporate, ACT Corrective Services (ACTCS).

ACT Corrective Services, as a partner in the criminal justice system, contributes to safety through excellence in the delivery of adult correctional and community services. ACTCS Administration and Support Services Branch are responsible for providing corporate enabling functions to support operations and for strengthening organisational governance.

The Executive Branch Manager, Corporate is responsible for providing leadership, effective management, and political judgement in the delivery of administrative and support services to the agency. manage multidisciplinary corporate administrative teams, ensuring responsive service delivery to internal and external users including building organisational capability and capacity. Provide sound high-level financial advice and possess a good understanding of treasury and government processes.

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 \$258,855 - \$269,201 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$229,915.

To apply: Interested candidates should submit an Expression of Interest of no more than one page as well as a current curriculum vitae and the name and contact details of two referees to Narelle Pamplin via email at narelle.pamplin@act.gov.au by COB Friday 15 September 2023.

Contract Officer: All enquiries regarding this position should be directed to Ms Narelle Pamplin on (02) 6205 0197 or by email to narelle.pamplin@act.gov.au

Emergency Services Agency**ACT Ambulance Service****Ambulance Operations****Ambulance Paramedic**

Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties, Canberra (PN: 48655, several)

Gazetted: 12 September 2023

Closing Date: 26 September 2023

Details: About the Australian Capital Territory Ambulance Service (ACTAS)

ACTAS is responsible for providing emergency and non-emergency ambulance services to the ACT community. Our emergency operations comprise Graduate Paramedic Interns, Ambulance Paramedics and Intensive Care Paramedics who consistently achieve exceptionally high patient satisfaction scores. As part of the ACT Emergency Services Agency, we work closely with the other emergency services 24 hours a day, 7 days a week.

ACTAS operates a modern fleet of emergency ambulances, non-emergency patient transport vehicles and a range of specialist assets including 4WD, single response and multi-purpose vehicles. In addition to our ground vehicles, ACTAS also provides Intensive Care Paramedics to the SouthCare Toll rescue helicopter. Each month ACTAS attends to in excess of 5,000 incidents in the ACT region.

The location:

Well serviced by major shopping precincts, universities, sporting centres and an international airport, the Canberra region has everything that you need for you and your family to make yourselves at home. More than half of the ACT is protected as a nature reserve meaning that bushwalks, mountain bike trails, waterfalls, rivers, and spectacular lookouts are all within easy reach of the CBD. Want to venture further afield? The hustle and bustle of Sydney, the tranquillity of the NSW south coast or the excitement of the snow country are all within easy driving distance. More information on the region can be found at <https://visitcanberra.com.au/>.

The geographical environment within which the ACTAS works encourages short commutes to / from work, irrespective of which ambulance station you are rostered to work from on any given shift. As an ACTAS paramedic you will work from all stations across the ACT, the most remote of which is generally within thirty minutes commute from the Canberra CBD and well within the urban fringe.

We welcome people with experience from the community, public and private sectors able to meet the physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be.

If you are an Aboriginal or Torres Strait Islander, a veteran, identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application.

Eligibility/Other requirements:

ACTAS is seeking applications from experienced paramedics to join the service in the position of Ambulance Paramedic (Lateral). To be successful in your application you will:

Be a registered paramedic with Ahpra (or eligible to obtain registration).

Have successfully completed a minimum of 12 months as a qualified paramedic (i.e. 12 months of unsupervised practice after achieving an Authority to Practice) – exceptions will be assessed on a case-by-case basis.

Be capable of assimilating into ACTAS (with due acknowledgement of your prior experience).

Be a team player capable of embracing the ACTAS leadership framework.

Meet all criteria stated in the Position Description.

See the attached Additional Candidate Information file for further information on the upcoming changes to the roster, the ACTAS commitment to work-life balance, and development opportunities.

Notes: This recruitment process is to fill positions starting in late January 2024. A Merit Pool may be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Application Process:

Applications must be submitted via the www.jobs.act.gov.au website prior to the closing date and should be marked confidential.

The following documents are required:

A two-page A4 statement (minimum size 12 font & normal size margins) addressing the six capabilities for this position (as listed in the Position Description), showing your experience and what you can bring to the position of Ambulance Paramedic with ACTAS.

A brief employment history/curriculum vitae (not more than two pages).

A copy of your baseline qualification as a paramedic (e.g. Diploma of Paramedical Science, Bachelor of Paramedical Science or equivalent post graduate qualification).

A scanned copy of your Ahpra registration (or application receipt).

A copy of your current authority to practice/certificate to practice as a paramedic issued by your employer.

A scanned copy of both sides of your Class C unrestricted (or interstate equivalent) driving licence.

A points demerit transcript (no more than 6 months old) from the relevant motor registry authority in your state, territory or country.

Evidence of current immunisation which should include Tetanus, Hepatitis B, and most recent influenza and must include a full course (three doses) of COVID-19 vaccinations plus any additional doses as advised.

A completed Statutory Declaration (found in attached documents).

A completed personal and medical information release consent form (found in attached documents).

Applicants should note that emailed applications must not exceed 10MB and will be acknowledged via an auto-reply notification from Shared Services if the upload is successful. Please check both inbox and spam box after submission. Postal applications will not be acknowledged.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Brown. JACSACTASRecruitment@act.gov.au

ACT Corrective Services**Offender Reintegration****Programs Officer****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 45677, several)**

Gazetted: 11 September 2023

Closing Date: 25 September 2023

Details: A challenging and genuinely rewarding career opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated and values-driven professional to fill the role of Programs Officer (ASO6), within Offender Reintegration.

This will be a challenging and rewarding position that includes extensive stakeholder engagement and community involvement.

In this role, you will be working closely with other Programs Officers, and under the direction of the Team Leader, you will facilitate a range of offence specific, offence related, psychoeducational and wellbeing group work and counselling programs to detainees in the Alexander Maconochie Centre (AMC) and offenders engaged with Community Corrections.

In addition, you will undertake program suitability assessments of detainees and offenders, liaise with case managers, program facilitators and professional supervisors to ensure program delivery integrity and participate in evaluating programs, contributing to a continuous process of review to ensure program quality, integrity, contemporary practice and effectiveness is maintained and enhanced.

To be successful in this role, you will be able to demonstrate an understanding of and commitment to, contemporary best practice in relation to program facilitation. You will also be able to demonstrate significant skill and expertise (or a capacity to quickly develop relevant skill and expertise) in trauma informed practice, research, planning, as well as well-developed group facilitation skills. You will have a proactive approach to detainee and offender management, including the ability to liaise with internal stakeholders and professional supervisors and an ability to compile and contribute to verbal and written reports.

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

Eligibility/Other requirements:

Experience working with offenders is highly desirable.

Tertiary qualifications in the Psychological, Education, Social Work or Behavioural Sciences are 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)

The successful candidate may be required to undertake some evening work and be provided the opportunity to perform some weekend work.

Background police checks will be conducted.

Driver's licence is essential.

The occupant of this role will be required to work at various ACT Corrective Services locations including the Alexander Maconochie Centre and 2 Constitution Avenue, Canberra City.

How to Apply: To apply, applicants are required to submit three items:

One to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements.

Current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager)

Copy of your current drivers licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elisabetta Marin (02) 6205 2623 Elisabetta.Marin@act.gov.au

ACT Emergency Services Agency**ACT Ambulance Service****ACTAS Education****Director, Instructional Design and Professional Development****Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 62700)**

Gazetted: 12 September 2023

Closing Date: 26 September 2023

Details: The Director, Instructional Design and Professional Development, is responsible for leading the design and development of online and physical learning resources focusing on the prehospital healthcare environment, including individual and bundled electronic learning modules and packages which support face to face delivery. The position will report directly to General Manager Education, ACT Ambulance Service (ACTAS).

You will work with the ACTAS Education Team to build effective and collaborative relationships that support the professional development of ACTAS staff including paramedics, patient transport officers, communications centre staff, and members of support services. This will involve the creation and compliance monitoring of electronic learning resources, development and management of physical learning spaces, and forecasting of learning and development needs for the Service. At times you may also develop and deliver tailored training to other services within the ACT Emergency Services Agency.

You will be a highly motivated and organised self-starter who is able to anticipate and respond efficiently to business needs, adhere to tight timeframes, demonstrate initiative and sound judgement, and always display integrity and professionalism.

You will be expected to work collaboratively across the Agency and, at times, the Directorate; and having an understanding of the prehospital medical working environment and experience in interacting with complex training facilities and diverse workforces would be an advantage.

This position requires a person who can contribute to a culture of quality and safety through the delivery of a consistent person-centred service that is driven by evidence and innovative processes, to improve and support healthcare outcomes.

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

Eligibility/Other requirements:

Possession of (or willingness to obtain) a Certificate IV in Training and Assessment (or higher) is highly desirable. Qualifications and recent experience working within a prehospital emergency medical environment is highly desirable.

A C Class (unrestricted) drivers' licence (with a light rigid licence preferred).

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 tertiary qualification in leadership, management, or adult education is desirable.

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

We welcome people with experience from the community, public and private sectors able to meet the physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be.

How to Apply: Applicants must submit (prior to the closing date) the following:

A two-page A4 statement (minimum size 12 font & normal size margins), addressing the six capabilities for the position (as listed in the Position Description), showing your experience and what you can bring to the position of Director, Instructional Design and Professional Development with ACTAS.

A brief employment history/ curriculum vitae (no more than two pages)

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Brown (02) 6207 8443 Greg.Brown@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Intensive Care Paramedic

Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties, Canberra (PN: 38953, several)

Gazetted: 12 September 2023

Closing Date: 26 September 2023

Details: About the Australian Capital Territory Ambulance Service (ACTAS)

ACTAS is responsible for providing emergency and non-emergency ambulance services to the ACT community. Our emergency operations comprise Graduate Paramedic Interns, Ambulance Paramedics and Intensive Care Paramedics who consistently achieve exceptionally high patient satisfaction scores. As part of the ACT Emergency Services Agency, we work closely with the other emergency services 24 hours a day, seven days a week.

ACTAS operates a modern fleet of emergency ambulances, non-emergency patient transport vehicles and a range of specialist assets including 4WD, single response and multi-purpose vehicles. In addition to our ground vehicles, ACTAS also provides Intensive Care Paramedics to the SouthCare Toll rescue helicopter. Each month ACTAS attends to in excess of 5,000 incidents in the ACT region.

The location:

Well serviced by major shopping precincts, universities, sporting centres and an international airport, the Canberra region has everything that you need for you and your family to make yourselves at home. More than half of the ACT is protected as a nature reserve meaning that bushwalks, mountain bike trails, waterfalls, rivers, and spectacular lookouts are all within easy reach of the CBD. Want to venture further afield? The hustle and bustle of Sydney, the tranquillity of the NSW south coast or the excitement of the snow country are all within easy driving distance. More information on the region can be found at <https://visitcanberra.com.au/>.

The geographical environment within which the ACTAS works encourages short commutes to / from work, irrespective of which ambulance station you are rostered to work from on any given shift. As an ACTAS paramedic you will work from all stations across the ACT, the most remote of which is generally within thirty minutes commute from the Canberra CBD and well within the urban fringe.

We welcome people with experience from the community, public and private sectors able to meet the physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be.

If you are an Aboriginal or Torres Strait Islander, a veteran, identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application.

Eligibility/Other requirements:

ACTAS is seeking applications from experienced Intensive Care Paramedics to join the service in the position of Intensive Care Paramedic (Lateral). To be successful in your application you will:

Be a registered paramedic with Ahpra (or eligible to obtain registration).

Have successfully completed a minimum of 12 months as a qualified paramedic (i.e. 12 months of unsupervised practice after achieving an authority to practice).

Be able to provide evidence of having worked within a statutory ambulance service with an independent Authority to Practice at the level of Intensive Care Paramedic with a minimum of 12 months full time equivalent service in that role, – exceptions will be assessed on a case-by-case basis.

Be capable of assimilating into ACTAS (with due acknowledgement of your prior experience).

Be a team player capable of embracing the ACTAS leadership framework.

Meet all criteria stated in the Position Description.

See the attached Additional Candidate Information file for further information on the upcoming changes to the roster, the ACTAS commitment to work-life balance, and development opportunities.

Notes: This recruitment process is to fill positions starting in late January 2024. A Merit Pool may be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applications must be submitted via the www.jobs.act.gov.au website prior to the closing date and should be marked confidential.

The following documents are required:

A two-page A4 statement (minimum size 12 font & normal size margins) addressing the capabilities for this position (as listed in the Position Description), showing your experience and what you can bring to the position of Intensive Care Paramedic with ACTAS.

A brief employment history/curriculum vitae (not more than two pages).

Copies of your baseline qualification as a paramedic (e.g. Diploma of Paramedical Science, Bachelor of Paramedical Science or equivalent post graduate qualification) and your qualification as an Intensive Care Paramedic (minimum of an Advanced Diploma of Paramedical Science).

A scanned copy of your Ahpra registration (or application receipt).

A copy of your current authority to practice/certificate to practice as an Intensive Care Paramedic issued by a statutory ambulance authority.

A scanned copy of both sides of your Class C unrestricted (or interstate equivalent) driving licence.

A points demerit transcript (no more than 6 months old) from the relevant motor registry authority in your state, territory or country.

Evidence of current immunisation which should include Tetanus, Hepatitis B, and most recent influenza and must include a full course (three doses) of COVID-19 vaccinations plus any additional doses as advised.

A completed Statutory Declaration (found in attached Documents).

A completed personal and medical information release consent form (found in attached Documents).

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Brown. JACSACTASRecruitment@act.gov.au

ACT Human Rights Commission

Public Advocate and Children and Young People Commissioner

Public Advocate

Advocate (multiple positions)

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57360, several)

Gazetted: 11 September 2023

Closing Date: 25 September 2023

Details: Are you looking for an opportunity to contribute to meaningful change in support of children, young people and adults who experience vulnerability?

The Public Advocate (part of the ACT Human Rights Commission) is seeking experienced, motivated and passionate people to join her team as Advocates at the ASO6 level. There are multiple permanent vacancies to be filled as well as a 6-month temporary position (with the possibility of extension/permanency).

Advocates support the Public Advocate's advocacy, oversight and engagement responsibilities, including by monitoring and intervening in the situations of children, young people and adults subject to intervention under a range of legislation. The position is underpinned by a commitment to ensuring the supports, services and systems that exist to ensure the wellbeing of clients do so in a way that is appropriately cognisant of their rights, including the right to be involved in decisions impacting their own lives.

The ACT Human Rights Commission values its diverse workforce and is committed to supporting 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.

If you require assistance to apply for these vacancies, please contact the contact officer for the role.

Eligibility/Other Requirements:

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

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

How to Apply See the attached Position Description for further information about the role. Interested applicants should submit a 'pitch' of no more than three pages, together with your curriculum vitae and contact details for at least two referees. Please ensure your 'pitch' describes how your knowledge, experience and qualifications meet the capabilities of the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie Griffiths-Cook (02) 6205 2222 Jodie.Griffiths-Cook@act.gov.au

Corporate Services

Capital Works & Infrastructure

Project Director, Capital Works and Infrastructure Projects

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 19221, several)

Gazetted: 11 September 2023

Closing Date: 25 September 2023

Details: Are you passionate about delivering capital infrastructure projects and enjoy working with a high performing and diverse team?

We are seeking highly motivated infrastructure project directors to fill several positions within the Justice and Community Safety Directorate Capital Works and Infrastructure team.

The Project Directors are responsible for managing and coordinating a variety of infrastructure projects, such as the ACT Policing (ACTP) projects, Emergency Services Agency (ESA) projects, environmental contamination projects and strategic asset management. The Project Directors will require excellent project management, stakeholder management, negotiation, written and verbal communication skills, representation skills and a thorough knowledge of procurement processes.

The Project Directors will have experience or knowledge in developing and executing strategies and long-term infrastructure plans. They will provide high level advice and direction, forging strong working relationships with internal and external stakeholders.

The Project Directors will be self-motivated, highly organised, responsive, show initiative and resilience, exercise sound judgement and have personal drive. The Project Directors will need to prepare project plans, integration plans and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with strategic goals.

The Project Directors will work effectively within a team and will contribute to the establishment of a positive work culture and the continuous improvement of the team outcomes.

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.

Desirable Requirements

Understanding of Work Health and Safety (WHS) Compliance principles is highly desirable.

Experience in delivery of Community Safety and Justice infrastructure projects.

Sound understanding of the infrastructure delivery sector.

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. 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 Professional / Technical Skills and Knowledge, and 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: Fiona Chapman (02) 6207 8587 Fiona.Chapman@act.gov.au

ACT ESA

ACT RFS

Volunteer Management Team

Assistant Director Volunteer Membership

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 07995)

Gazetted: 08 September 2023

Closing Date: 22 September 2023

Details: The Volunteer Management Team of the ACT Rural Fire Service and the ACT State Emergency Service are seeking an experienced person to lead the membership and safety of the volunteer workforce. The Assistant Director – Membership is responsible for overseeing all service-level volunteer engagement activities, including leading and managing the Membership Team. An important part of the portfolio is management of membership welfare and Work Health & Safety (WHS) matters such as accidents, incidents and near misses.

To be successful you will have experience in both staff and volunteer management. Effective communication and negotiation skills are critical to this role, as is the ability to build sustainable, positive, and productive working relationships.

You will be a highly organised self-starter who is able to anticipate and respond efficiently to business needs, adhere to tight timeframes, demonstrate initiative and sound judgement, displaying integrity and professionalism.

As this position will work collaboratively with the Volunteer Learning & Development Team, experience in presenting and/or contributing to adult education and capability development programs would be an advantage. Consultation and engagement with the volunteer membership outside normal business hours is a requirement of the role.

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

Note: This is a temporary position available from 1 October 2023 until 4 October 2024 with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: The online application form requires a written response of no more than two pages and a curriculum vitae to be provided as a minimum.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison McLeod 0466868637 Alison.McLeod@act.gov.au

ACT Courts and Tribunal

Corporate Services and Strategy

Corporate Information Systems/Strategic Programs

Business Analyst (Full Time, 12 Month Fixed Term)

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 62855)

Gazetted: 08 September 2023

Closing Date: 15 September 2023

Details: The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient community in the ACT.

This will be realised by working with the ACT government, key stakeholders and the community to:

Strengthen community safety;

Protect people's rights and interests;

Care for and support vulnerable people;

Enhance access to justice; and

Build community resilience to emergency.

To achieve our vision for a safe, just and resilient community, the Directorate aims to be community-minded; human-rights focussed; inclusive and diverse; passionate about its work; and committed to making a positive difference.

The Directorate advises and supports the following ministerial portfolios:

Chief Minister

Attorney-General

Minister for Gaming

Minister for Consumer Affairs

Minister for Police and Emergency Services

Minister for Corrections

Minister for Human Rights, and

Special Minister of State.

The ACT Courts and Tribunal (ACTCT) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high-quality services to those using the courts and tribunal. It provides the Supreme Court, Magistrates Court and ACT Civil and Administrative Tribunal (ACAT) with registry, court support, forensic, corporate and strategic services.

The ACTCT is led by the Principal Registrar and Chief Executive Officer appointed under the Court Procedures Act 2004 and has the following business areas:

Executive

Registrar's Office (Supreme Court) includes Registry Operations and the Sheriff's Office

Registrar's Office (Magistrates Court)

Registrar's Office (ACAT) includes ACAT Administration

Corporate and Strategic Services

The ACTCT Corporate Services and Strategy Branch is responsible for delivering a range of corporate and strategic services that support the operations of each Court and ACAT.

Corporate and Strategic Services consists of the following areas:

Corporate Information Systems;

Finance;

People and Governance; and

Property and Contracts.

The Corporate Information Systems (CIS) team provides both strategic and operational support and services across ACT Courts and Tribunal in the following areas:

Support and management of business systems and their users

Data and analytics, including operational, management, and external reporting

Program, project, and systems change management

Library and information services

The CIS team also provides strategic support and advice on digital solutions and strategies as well as fact-based insights to support strategic decision-making.

As a member of the Corporate Information Systems (CIS) team, the Business Analyst will contribute to the ongoing support, development, and implementation of ACTCT's data and digital solutions. The Business Analyst will also be an active contributor in supporting systems users, managing changes and communications, and assisting in project management. Working closely with other members of the CIS team, the team's clients, and users of the data and digital solutions, the Business Analyst will develop an overarching understanding of business and system processes from end to end. This role contributes directly to the ACTCT strategic intents to develop its data and digital capability.

Eligibility/Other requirements: The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

Well developed skills, knowledge and experience in eliciting and documenting business requirements using a variety of techniques.

Experience in formulating solutions that are innovative, viable, effective, economical and user-friendly.

Proven strong conceptual, analytical, organisational, and problem-solving skills, and strong attention to details.

Proven experience in the estimation, planning and management of Requirements Management, Analysis and Documentation activities

Behavioural Capabilities

Demonstrated ability to deliver and operate in a complex and dynamic environment with resilience and limited supervision, and work under pressure and tight timeframes.

Excellent interpersonal, written and verbal communication and consultation skills and proven ability to develop and maintain effective working relationships with a wide range of internal and external stakeholders.

Demonstrated ability to consistently display commitment to high quality customer service principles and practices, as well as an understanding and commitment to ACTPS values and behaviours.

Notes: This is a temporary position available for a period of 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: Application must include most recent curriculum vitae and one-page pitch justifying suitability against the selection criteria (i.e. capabilities) listed in the attached position description. Response to each criterion is not required.

To apply, please send applications through 'Apply Now' button. Applications sent through email will not be accepted.

Applications should be submitted via the Apply Now button below.

Contact Officer: Neeti Chauhan (02) 6207 1427 Neeti.Chaughan@Courts.act.gov.au

ACT Corrective Services

Intelligence Unit

Senior Intelligence Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 62932, several)

Gazetted: 07 September 2023

Closing Date: 28 September 2023

Details: ACT Corrective Services (ACTCS) is seeking two motivated and conscientious people to permanently fill the position of Senior Intelligence Analyst (ASO6), in the Intelligence Unit.

The successful applicant will support an intelligence-led, risk-based intelligence capability for ACTCS and be responsible for collecting, collating and evaluating information to produce intelligence. You will prepare written intelligence reports and deliver oral briefings to a range of stakeholders in line with organisational standards and requirements and use, maintain and monitor various ACTCS databases and systems (i.e. prisoner telephone system, offender management system, iBase) to identify patterns, trends or potential threats.

In addition, you will assist in the delivery of intelligence specific training to employees across ACTCS and maintain contemporary knowledge of intelligence concepts and best practice in the criminal justice system and correctional environment.

To be successful, you will be required to demonstrate exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents.

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

Eligibility/Other requirements:

Experience working in an intelligence environment is highly desirable.

The position holder must be able to obtain and maintain a Negative Vetting Level 1 security clearance upon appointment to the position as a condition of employment. If the candidate does not already hold this level clearance, ACTCS will sponsor their clearance.

The successful candidate may be required to undergo a criminal record check.

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

How to Apply: To apply, applicants are required to submit two items:

One to two page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements.

Current curriculum vitae including the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christopher Popple (02) 6207 9215 Christopher.Popple@act.gov.au

ACT Human Rights Commission

Victim Support ACT

Client Services Team

Senior Case Coordinator Disability Liaison Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55662)

Gazetted: 07 September 2023

Closing Date: 26 September 2023

Details: Do you have a drive and passion to support people with disabilities to access equal justice? Advocacy skills and experience delivering case coordination to people with disabilities?

Victim Support ACT at the ACT Human Rights Commission is seeking a motivated Senior Case Coordinator Disability Liaison Officer (DLO). Victim Support is a dynamic workplace that provides information, support and advocacy to people to help them recover from the impacts of crime and ensure their rights are upheld when they engage with the justice system.

Working within the Client Services Team, the DLO will be responsible for working with clients, many with disability, to promote their recovery from crime-related harm and ensure their rights are upheld in line with the *Charter of Rights for Victims of Crime*.

Duties of a Senior Case Coordinator DLO include:

Provide timely, accessible, individualised case coordination, support and advocacy to victims of crime including those who identify as having a disability, in accordance with established best practice for providing services to people who have a disability.

Provide training and support to build the capability of Victim Support ACT (VSACT) staff to engage with people who have a disability in accordance with best practice principles for service delivery.

Represent VSACT at the Disability Justice Strategy Community of Practice and support relevant VSACT reporting.

Develop and maintain linkages with key stakeholders and improve referral pathways and visibility of VSACT in the disability community.

Develop client and staff resources, including easy English and similar resources for clients, to facilitate accessible, appropriate and safe service delivery in accordance with best practice principles for services to people with a disability.

Develop workplans, policies and procedures, to ensure best practice service delivery to people with a disability, Undertake other duties as reasonably required that are appropriate to this level of classification that contribute to the effective and efficient operation of VSACT.

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

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

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

Eligibility/Other requirements:

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

Experience working with victims of crime and people who have a disability is highly desirable.

This position requires a National Police Check.

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

Notes: Permanent position available immediately. Previous applicants need not apply. 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 carefully review the Position Description and provide a written pitch of no more than two pages.

In the written pitch, it is encouraged that you use specific examples that demonstrate how your skills and experience meet the Professional/Technical Skills and Knowledge, the Behavioural Capabilities, and the Compliance Requirements /Qualifications as outlined in the Position Description. You may choose to use these headings to structure your response. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Woodward (02) 6205 5197 Kylie.Woodward@act.gov.au

Major Projects Canberra

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

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

Project Development and Support**Ministerial Governance and Corporate Support****Corporate Support****Assistant Director, Information Security and Business Systems****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62021)**

Gazetted: 11 September 2023

Closing Date: 25 September 2023

Details: Are you experienced IT professional looking for an exciting opportunity? Major Projects Canberra is seeking a qualified and energetic individual to develop, implement and maintain MPC's Information Security policies.

As the Assistant Director, Information Security and Business Systems you will support teams across MPC to meet our information security requirements. A key aspect of the role will be to analyse our business systems requirements and ensure those systems are security assessed, registered and appropriately administered. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:***Highly desirable***

Qualifications or demonstrated experience in Information Technology/ITIL, Cyber security, ICT Security management, ICT Security Risk

The successful candidate may be required to obtain a security clearance.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Bailey (02) 6205 4570 Kylie.Bailey@act.gov.au

Light Rail**Project Management****Document Control Manager****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38645)**

Gazetted: 08 September 2023

Closing Date: 22 September 2023

Details: Are you our new Document Control Manager for Light Rail Stage 2?

Major Projects Canberra is responsible for the planning and delivery of light rail infrastructure for the people of Canberra. A dedicated light rail team within the directorate, led by the Light Rail Project Director, progresses light rail development activities on behalf of the ACT Government.

Light rail aims to facilitate public transport usage and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development activities will maximise the broader economic and social benefits of the ACT Government's investment in light rail.

The Document Control Manager reports to the Technical Manager and is responsible for the delivery of effective document management for the Light Rail project and its sub-projects.

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

Eligibility/Other requirements: Desirable

Experience in using the Aconex document management system (or a similar information management system).

Experience in an administrative role within a project environment.

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

How to Apply: Please submit 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: Alexandria Furlong (02) 6207 9232 Alexandria.Furlong@act.gov.au

Suburban Land Agency

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

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

Suburban Land Agency**Program Solutions****Sustainability and Release Coordination****Project Manager, Placemaking****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62969)**

Gazetted: 12 September 2023

Closing Date: 26 September 2023

Details: Our vision is to create great places where communities thrive. The Suburban Land Agency is seeking a placemaking manager with skills and experience in community engagement, urban planning, social sustainability and/or delivery of placemaking projects in a government or private sector capacity. The Agency is committed to integrating place delivery, place management and program curation into our work program. The successful candidate will have responsibility for supporting the placemaking program and delivering projects in collaboration with teams across the Agency.

The Project Manager, Placemaking will be required to support embedding placemaking across the Agency and work alongside project teams. The role requires technical expertise in place-based design delivery, skills and experience in facilitation and collaboration and the ability to drive transformation within the Agency. The role

requires strong communication and interpersonal skills, including the ability to: represent the agency, prepare and review high level documents, build strong relationships, and report on outcomes to the Agency Executive and Board.

As the Project Manager, Placemaking, you will work with design teams, manage projects and consultants, help delivery teams with place advice and activations, and support the integration of placemaking principles into the Agency's work program. This will include supporting the development of resources like checklists and training activities to help build capacity for placemaking. The role will work closely with Development Delivery teams through the course of design and development of greenfield estates and urban renewal sites to meet the Government's Indicative Land Release Program (ILRP) as well as Built Form demonstration projects.

This is a new position and will report to the SOGA – Director Placemaking.

The Sustainability and Release Coordination team works collaboratively with other teams in the Agency and across the ACT Government to implement innovative and socially and environmentally sustainable land development practices.

Eligibility/Other requirements:

Tertiary qualifications relevant to placemaking or a related field (e.g. urban design, community engagement, landscape architecture, sustainability or a related discipline or industry experience) is 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: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position will work 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 submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rob Thorman (02) 6205 3062 Rob.Thorman@act.gov.au

Suburban Land Agency

Program Solutions

Sustainability and Release Coordination

Director, Sustainability and Innovation

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 49761)

Gazetted: 11 September 2023

Closing Date: 25 September 2023

Details: Are you passionate about sustainability and creating great places for people?

Applications are sought from potential candidates for the position of Director of Sustainability and Innovation in the Sustainability and Release Coordination Team at the Suburban Land Agency (SLA).

We are looking for someone who can lead the delivery and implementation of sustainability and innovation outcomes for SLA in line with our Sustainability Strategy 2021-25.

You will work on a range of interesting projects and draw upon your sustainability expertise to develop policy, report on outcomes and communicate across the agency and across Directorates. Your ability to be highly organised and work to deadlines on several competing tasks will contribute positively to social and environmental outcomes in urban and greenfields developments.

Bringing your strong written and interpersonal communication skills, you will be joining a passionate and innovative inter-disciplinary team. We work with colleagues in several teams across SLA to influence for sustainable development – including to help residents build and live in more sustainable homes and for developers to consider sustainability in construction and development.

Working on sustainability, innovation and placemaking projects – on topics including renewable energy, zero emissions, living infrastructure, sustainable home and garden design, and climate adaptation and resilience – you'll contribute to ensuring SLA is creating great sustainable places where communities thrive.

Eligibility/Other requirements: Highly Desirable:

Experience with Microsoft Office suite including Word, Excel, PowerPoint and Teams.

Tertiary qualifications in relation to sustainability, urban planning, urban design, environmental sciences or similar disciplines.

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 until 2 April 2024 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a supporting statement of not more than two A4 pages, addressing the Professional/Technical Skills and the Behavioural Capabilities in the Position Description, outlining your skills and experience relevant to the role, along with a copy of your current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophie Peer 0412 575 012 Sophie.Peer@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 Places and Infrastructure

City Presentation

Sports Grounds Manger

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 10417, several)

Gazetted: 13 September 2023

Closing Date: 27 September 2023

Details: Sport and Recreation Facilities is a section within City Presentation area, who is responsible for the management and maintenance of ACT Government Community Sportsgrounds. Sport and Recreation Facilities have a number of different types of sportsgrounds being Enclosed Ovals, District Playing Fields, Neighbourhood ovals and synthetic turf surfaces.

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:

Preparedness to wear a uniform and to work anywhere in the ACT. This may also involve working alone operating equipment.

Permanent resident of Australia

Drivers licence (C-class)

Workplace Health and Safety Induction (White Card)

Ability to undertake the physical requirements of the tasks listed above.

Certificate in Turf Management or Horticulture is highly desirable.

Knowledge and experience with the operation of computerised irrigation management system.

Chemcert 3 certificate or higher or equivalent.

Asbestos awareness card or a willingness to obtain

Silica awareness card

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

How to Apply: Application to be no more than four pages addressing the Selection Criteria

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Dave Mann (02) 6207 5143 Dave.Mann@act.gov.au

City Services

City Presentation

Assistant Director, Safety and Wellbeing

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 48479)

Gazetted: 12 September 2023

Closing Date: 26 September 2023

Details: Are you a safety professional that enjoys recommending and implementing best practice safety and wellbeing outcomes in an industrial setting? TCCS is looking for an experienced leader with a strong, considered and engaging people focus that can do this for a diverse team of technical professionals that deliver horticulture, arboriculture, facilities and asset management, and regulatory outcomes for the Canberra community. The role leads a small team to support the City Presentation workforce to achieve its necessary work health and safety objectives.

Eligibility/Other Requirements:

Minimum Cert IV in WHS is required, or willingness to obtain

1-2 years of field based WHS experience

Drivers Licence (C class) is mandatory

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

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

How to Apply: To apply, please submit a written response outlining your expertise against the Professional/ Technical Skills and Knowledge part of the Position Description (max one page per item), along with a copy of a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sue Marriage (02) 6207 6474 Sue.Marriage@act.gov.au

Chief Operating Officer Group

Finance

Assets and Capital Works

Assets and Capital Works Finance Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 24922)

Gazetted: 12 September 2023

Closing Date: 26 September 2023

Details: The Chief Operating Officer Group is responsible for improving corporate business operations including Governance and Ministerial Services, People and Capability, Safety and Wellbeing, Innovation and Customer Experience, Chief Information Office, Communications and Finance.

The Finance Branch sits within the Chief Operating Officer Group and is responsible for facilitating the management of the Directorate's budget and providing financial advice to the Minister, the Executive Leadership Team, Executives and line managers. The Branch plays a key role in developing strategic approaches to improving financial management practices, cost effectiveness and resource allocation across the Directorate and co-ordinating the Directorate's budget and financial processes. The Finance Branch works closely with the Shared Services Centre to provide financial services, accounting and reporting capabilities of the Directorate.

The Assets and Capital Works section is responsible for the management of the Directorate's asset register which holds over \$9 billion worth of assets. The section also looks after the asset accounting and reporting functions as well as providing advice on asset related issues to stakeholders. The section undertakes internal and external reporting of capital reports to internal and external stakeholders as well as managing capital works appropriation, drawdowns, instrument requests and cash requirements.

This position is part of a small and dynamic team reporting to the Director, Financial Reporting (Assets and Capital Works). The position assists with the management of the Directorate's assets as well as with the capital works program. The occupant of the position will have the opportunity to undertake a diverse range of tasks including the maintenance of the Directorate's assets register, assist in monitoring the Directorate's annual capital works program, requesting capital funding through the draw down process and reporting of assets in the Directorate's financial statements.

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

Eligibility/ Other requirements: This position requires:

Previous experience in a finance related role.

Experience in using Microsoft Office suite applications, with intermediate excel skills and have the ability of performing basic formulas.

High level of customer service, with consistently clear oral and written communication skills.

High level organisational skills and ability to work under pressure.

Highly Desirable:

A degree level qualification (or progression towards) in accounting or relevant experience in a commensurate finance officer role.

Membership/progression towards ICAANZ or CPA.

Knowledge and experience in the use of ACT Governments financial systems (e.g. Oracle, Web, PMARS, Excel TM1 and APIAS, etc.).

Mandatory:

Undergo a pre-employment National Police Check

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Nan Hu (02) 6205 1399 Nan.Hu@act.gov.au

City Services

City Presentation

Urban Treescapes

Assistant Director, Operations

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62626)

Gazetted: 11 September 2023

Closing Date: 2 October 2023

Details: If you are a confident leader capable of nurturing team camaraderie while maintaining Canberra's expanding urban forest, Transport Canberra and City Services has the perfect role for you.

Transport Canberra and City Services offers you more than a job. Our work enhances the enjoyment of our great city for people visiting and living in Canberra every day. That's something to be proud of.

We invest in our people and our projects with a view to longer term benefits rather than short term wins. We want every team member to feel they have a voice when it comes to how we provide services to people just like them every day.

URBAN TREESCAPES manages and maintains more than 823,500 trees on parklands and streets throughout ACT. A diverse combination of evergreen and deciduous trees, Canberra's urban forest provides important ecological and amenity advantages for its inhabitants and wildlife.

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.

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.

About the opportunity:

Applications are invited to fill a full-time, permanent vacancy for the role of Assistant Director Operations beginning as soon as possible.

The Assistant Director Operations is a joint role responsible for the safe and efficient maintenance of Canberra's urban forest. Working closely in partnership with another Assistant Director, Operations to lead a team of 50+ operational staff, this role is pivotal to the upkeep of the urban forest and achieving the target of 30% canopy cover by 2045.

The successful applicant will have arboricultural experience, a passion for trees, and an understanding of the importance of teamwork and great customer service.

What we can offer you:

A role with purpose: you will see how you are playing a part in making Canberra a better place.

Benefits and perks: 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 well-being programs including discounted memberships to over 100 gyms and locations.

Opportunity to grow we provide up-skilling opportunities, training and networking to ensure you are constantly able to grow within your career.

Balance: you will have a fantastic work life balance with flexible working arrangements and access to generous leave entitlements.

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

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

Notes: 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. This position is based within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applications should include:

A statement of no more than four pages addressing the 'Selection Criteria' 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: Rachael Dawes (02) 6205 5263 Rachael.Dawes@act.gov.au

Transport Canberra and Business Services

Executive Branch Manager, Project Director MyWay+

Executive Level 1.2 \$242,863 - \$252,564 depending on current superannuation arrangements, Canberra (PN: E1341)

Gazetted: 13 September 2023

Closing Date: 27 September 2023

Details: Transport Canberra and City Services are seeking a qualified and experienced professional to fill the position of Executive Branch Manager Project Director MyWay+ for a period of 2 years.

MyWay+ is the next generation of ticketing system for the ACT, delivering real time passenger information and journey planning solutions for the people of Canberra. Transport Canberra has engaged NEC Australia to provide the solution which is expected to fully integrate with existing Transport Canberra and ACT Government systems and services. It will offer a wider choice of options to purchase fares and management of payment accounts, improved ease of use through increased technology integration and real time passenger information and the ability for customers to create bespoke alerts.

As a senior leader within TCCS the Project Director MyWay+ has strong adaptive and progressive leadership skills to drive complex ITC project delivery, drawing on well-developed project and program management skills. They will manage relationships across Transport Canberra, suppliers, and stakeholders to facilitate and deliver an integrated, user-centric solution. They will exercise a high degree of initiative and judgement in providing leadership and advice to the project team, interpret and apply relevant legislation and policies, as well as review designs, plans, specifications, and other documentation related to the project.

Contract: The successful applicant will be engaged under a performance-based contract for a period of up to two years.

Remuneration: The position attracts a remuneration package ranging from \$242,863- \$252,564 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$215,572.

How to Apply: Interested candidates are requested to submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Judith Sturman (02) 6205 2639 Judith.sturman@act.gov.au

Worksafe ACT

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

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

WorkSafe ACT

Executive Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 62617)

Gazetted: 08 September 2023

Closing Date: 22 September 2023

Details: Are you a goal-oriented individual with a high level of organisational skills? If you answered yes to this question, you may be the next Executive Support Officer we are looking for!

WorkSafe ACT is a fully independent office headed by the Work Health and Safety Commissioner (WHSC). Here at WorkSafe ACT we are proud of the work we do and are committed to improving the physical and psychosocial health and safety of Territory workers.

We have an exciting permanent opportunity for a highly organised professional to fill the role of Executive Support Officer. In this role you will be co-ordinating the day-to-day business of the WHSC, Jacqueline Agius. You will offer comprehensive operational and strategic assistance on organisational and government-related matters, including executive meetings, ministerial correspondence, governance committees and other high-level forums.

If you are looking to grow your career and want to work for an agency making a positive difference to the lives of ACT workers, we encourage you to apply. As an ACT Government employee, you'll also have access to a great range of benefits, supports and excellent employment conditions.

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

How to Apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two pages demonstrating your skills and experience relevant to the Selection Criteria listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples to demonstrate your experience. Please ensure you meet the 'Essential Requirements' of the role as detailed in the position description. Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Craig (02) 6207 5415 Andrew.Craig@worksafe.act.gov.au

APPOINTMENTS**ACT Electoral Commission****Administrative Services Officer Class 4 \$76,255 - \$82,566**

Xuan Yue Guan, Section 68(1), 11 September 2023

ACT Health**Health Professional Level 2 \$70,679 - \$97,028**

Paul Phillips, Section 68(1), 11 September 2023

Canberra Health Services**Registered Nurse Level 1 \$72,698 - \$97,112**

Muna Adhikari, Section 68(1), 6 September 2023

Health Service Officer Level 4 \$57,149 - \$59,336

Isabella Ambrosino, Section 68(1), 19 July 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Ranjana Bogati, Section 68(1), 13 September 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Sonam Chedup, Section 68(1), 11 September 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Peter Danquah, Section 68(1), 31 August 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Michelle D'Arcy, Section 68(1), 31 August 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Cirroco Gale, Section 68(1), 8 September 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Carol Guy, Section 68(1), 5 September 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Belinda Keevers, Section 68(1), 6 September 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Milica Kukic, Section 68(1), 4 September 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Yasmine Joy McGrath, Section 68(1), 8 September 2023

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Eilish McMahon, Section 68(1), 8 September 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Anna Maria Mondolo, Section 68(1), 8 September 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Amanda Nicol, Section 68(1), 7 September 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Anita Oli, Section 68(1), 6 September 2023

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Alistair Pickmere, Section 68(1), 11 September 2023

Health Professional Level 2 \$70,679 - \$97,028

Jade Ristic, Section 68(1), 8 September 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Camille Selgas, Section 68(1), 31 August 2023

Senior Officer Grade B \$135,355 - \$152,377

Melanie Taylor, Section 68(1), 14 September 2023

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Lisa Williams, Section 68(1), 24 August 2023

Health Service Officer Level 3/4 \$55,350 - \$59,336

Jarrod Young, Section 68(1), 5 September 2023

Canberra Institute of Technology

Administrative Services Officer Class 6 \$91,315 - \$104,509

Rachael Bauer, Section 68(1), 12 September 2023

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$76,255 - \$82,566

Kelly Adam, Section 68(1), 11 September 2023

Senior Officer Grade C \$114,928 - \$123,710

Timothy Faras, Section 68(1), 8 September 2023

Senior Officer Grade C \$114,928 - \$123,710

Ruby Gillett, Section 68(1), 8 September 2023

Senior Officer Grade B \$135,355 - \$152,377

Qi Guo, Section 68(1), 11 September 2023

Senior Officer Grade B \$135,355 - \$152,377

Hannah Holland, Section 68(1), 7 September 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Ashley Wilson, Section 68(1), 6 September 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Mia Wyles, Section 68(1), 18 September 2023

Community Services

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

Karla Pullen, Section 68(1), 7 September 2023

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

Tahlia Rickwood, Section 68(1), 7 September 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Gemma Waser, Section 68(1), 8 September 2023

Education

Classroom Teacher \$76,575 - \$114,624

Rebecca Goodwin, Section 68(1), 4 September 2023

Classroom Teacher \$76,575 - \$114,624

Chris, Brennan, Section 68(1), 9 October 2023

Classroom Teacher \$76,575 - \$114,624

Wilson, Amaladass, Section 68(1), 9 October 2023

Classroom Teacher \$76,575 - \$114,624

Teresa, Ulrich, Section 68(1), 9 October 2023

Classroom Teacher \$76,575 - \$114,624

Nathan, McGrath, Section 68(1), 22 January 2024

Classroom Teacher \$76,575 - \$114,624

Jeremy, Abdul-Karim, Section 68(1), 24 January 2024

Classroom Teacher \$76,575 - \$114,624

Rebecca, Marston, Section 68(1), 30 August 2023

Classroom Teacher \$76,575 - \$114,624

Rachel, Pengilly, Section 68(1), 4 September 2023

Classroom Teacher \$76,575 - \$114,624

Benjamin, Tyacke, Section 68(1), 22 January 2024

Administrative Services Officer Class 4 \$76,255 - \$82,566

Paul Edwards-Quinn, Section 68(1), 5 September 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Grace Obst, Section 68(1), 8 September 2023

School Assistant 4 \$70,028 - \$75,827

Connor Shaw, Section 68(1), 21 August 2023

Environment, Planning and Sustainable Development

General Service Officer Level 6 \$65,256 - \$68,143

Miguel Curlewis, Section 68(1), 11 September 2023

Justice and Community Safety

Administrative Services Officer Class 4 \$76,255 - \$82,566

Vedini Mudiyansele, Section 68(1), 7 September 2023

Major Projects Canberra

Infrastructure Officer 3 \$115,193 - \$126,450

Natalie Emmett, Section 68(1), 11 September 2023

TRANSFERS**Chief Minister, Treasury and Economic Development****Matt Potter**

From: Administrative Services Officer Class 6 104,509

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 08546) (Gazetted 10 May 2023)

Justice and Community Safety**Alixandra Hay**

From: Administrative Services Officer Class 5 \$87,315

Justice and Community Safety

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety, Canberra (PN. 50353) (Gazetted 6 January 2023)

Major Projects Canberra**Jessica Gosling**

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade B \$135,355 - \$152,377

Major Projects Canberra, Canberra (PN. 32507) (Gazetted 5 July 2023)

PROMOTIONS**Canberra Health Services****Clinical Services****Medicine****Karen-Anne Chapman**

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. 13158) (Gazetted 10 February 2023)

Clinical Services**Mental Health, Justice Health, Alcohol & Drug Services****Jacinta Filipe**

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 19790) (Gazetted 10 July 2023)

Clinical Services**Medicine****Nathan Thomas Granger**

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. 16254) (Gazetted)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Clinical Services**Women Youth & Children****Emily Kaye**

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. 59190) (Gazetted 7 July 2023)

Clinical Services**Surgery****Emily Keni**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services, Canberra (PN. 39595) (Gazetted 9 September 2022)

Clinical Services**University of Canberra Hospital****Emma Morzuch**

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 44781) (Gazetted 10 July 2023)

Clinical Services**Women Youth & Children****Jisha Neil-Thomas**

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. 59189) (Gazetted 7 July 2023)

Renal Outpatients

Carolina Ribeiro Vieira

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. 17080) (Gazetted 7 August 2023)

Clinical Services

Medicine

Sarah Louise Ryan

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
 Canberra Health Services
 To: †Senior Officer Grade C \$114,928 - \$123,710
 Canberra Health Services, Canberra (PN. 10680) (Gazetted 11 July 2023)

Clinical Services

Mental Health, Justice Health, Alcohol & Drug Services

Eben Thuralayil Abraham

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. 61527) (Gazetted 8 June 2023)

Office of CEO

Office Chief Executive Officer

Bharat Chandra Valluripalli

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920
 Canberra Health Services
 To: Administrative Services Officer Class 5 \$84,749 - \$89,705
 Canberra Health Services, Canberra (PN. 51550) (Gazetted 8 August 2023)

Samantha Were

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. 29219) (Gazetted 27 July 2023)

Clinical Services

Women Youth & Children

Heidi Young

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. 59188) (Gazetted 7 July 2023)

Medicine

Gastroenterology & Hepatology

Yulin Zhang

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. 17238) (Gazetted)

Canberra Institute of Technology**Education and Training Services****Karen Brady**

From: Administrative Services Officer Class 2 \$60,620 - \$66,939

Transport Canberra and City Services

To: Professional Officer Class 1 \$64,473 - \$89,398

Canberra Institute of Technology, Canberra (PN. 54897) (Gazetted 13 February 2023)

Chief Minister, Treasury and Economic Development**Digital, Data and Technology Solutions****Customer Engagement Services Branch****Jay Allen**

From: Information Technology Officer Class 2 \$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. 53355) (Gazetted 14 September 2023)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 14, Direct Promotion of Employee General. A Promotion under this section is not appellable.

Payroll & HR Systems**Payroll Services****Shayama Chand**

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. 09482) (Gazetted 8 March 2023)

Property and Shared Services**Partnership Services****Record Services / Physical Records Support****Nicole Daly**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 56610) (Gazetted 28 October 2022)

Strategic Finance**Phuong Dung**

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. 48950) (Gazetted 25 July 2023)

DDTS**Strategic Business****Business Readiness****Erin Emery**

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. 00418) (Gazetted 13 April 2023)

Strategic Finance**Xinyue Han**

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. 62974) (Gazetted 25 July 2023)

Digital, Data and Technology Solution**ACT Digital****Kaja Ivancic**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 44514) (Gazetted 24 July 2023)

Access Canberra**Construction Utilities and Environment protection****Rapid Regulatory Response Team****Shiwali Mahajan**

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. 25332) (Gazetted 21 November 2022)

Office of Industrial Relations and Workforce Strategy**Workplace Health and Safety and Injury Management****Injury Management****Courtney Miners**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 62923) (Gazetted 20 March 2023)

Digital, Data and Technology Solutions**Technology Services Branch****Corporate Applications****Michael Ovchinnikov**

From: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 14270) (Gazetted 12 July 2023)

Payroll & HR Systems**Payroll Services****Rebecca Stokes**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 09369) (Gazetted 9 March 2023)

09386

Payroll & HR Systems**Payroll Services****Sneha Thomas**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 09386, several) (Gazetted 15 March 2023)

Digital, Data and Technology Solutions

Tech Services

End User Services

James Wardrobe

From: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 11589) (Gazetted 9 June 2023)

Digital Data and Technology Solutions

Customer Data and Technology

Records Services, Digital Records Support

Emily Warwick

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Institute of Technology

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 35127) (Gazetted 17 August 2023)

Treasury

ACT Property Group

Finance and Systems

Fiona Whillock

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 07747) (Gazetted 14 September 2022)

Community Services

Communities

Support Services for Children

Grace Portelli

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 60940) (Gazetted 8 August 2023)

Education

Communications, Engagement and Government Support

Communications and Engagement

Michelle Dunne Breen

From: Senior Officer Grade C \$114,928 - \$123,710

Education

To: †Senior Officer Grade B \$135,355 - \$152,377

Education, Canberra (PN. 44604) (Gazetted 5 September 2022)

School Improvement

Belconnen Network

Macgregor Primary School

Jenny-lee Hartas

From: School Assistant 2/3 \$51,548 - \$62,857

Education

To: School Assistant 4 \$70,028 - \$75,827

Education, Canberra (PN. 37966) (Gazetted 24 August 2023)

Business Services Group**Strategic Finance and Procurement****Strategic Procurement****Sasha Pighin**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 41486) (Gazetted 22 November 2022)

School Improvement**South Weston Network****Canberra College****Glen Rowe**

From: \$79,108 - \$117,538

Education

To: †School Leader C \$135,383

Education, Canberra (PN. 54249) (Gazetted 3 August 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.

Service Design & Delivery**Student Engagement****Clinical Practice****Ridhima Taneja**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education, Canberra (PN. 44370) (Gazetted 19 July 2023)

Business Services**Strategic Finance****Schools Resourcing & Finance****Lynda Wyeth**

From: School Assistant 2 \$51,548 - \$56,919

Education

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN. 46623) (Gazetted 26 July 2023)

Environment, Planning and Sustainable Development**Suburban Land Agency****Built Form and Divestment****Housing Choice****Mark Emerson**

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. 50176) (Gazetted 9 March 2023)

Statutory Planning**DA Gateway and Merit Assessment****Merit Assessment****Matthew Forman**

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. 42885) (Gazetted 23 August 2023)

Statutory Planning

DA Gateway and Merit Assessment

Merit Assessment

Finnian Malmberg

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. 03041) (Gazetted 23 August 2023)

Environment, Heritage and Water

ACT Parks and Conservation Service

Operations Coordination and Planning

James Overall

From: Park Ranger 2 \$76,255 - \$82,566

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 14956) (Gazetted 3 August 2023)

Justice and Community Safety

ACT Courts and Tribunal

Registry Operations

Criminal Section

Danielle Campbell

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 09783) (Gazetted 24 August 2023)

ACT Human Rights Commission

Victim Support ACT

Intermediary Program

Rozanne Celica

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 58337) (Gazetted 1 August 2023)

Community Safety

ACT Emergency Services Agency

Corporate Services

Megan Davis

From: Ambulance Manager Level 2 \$141,918 - \$149,471

Justice and Community Safety

To: †Senior Officer Grade A \$157,201

Justice and Community Safety, Canberra (PN. 58253) (Gazetted 23 August 2023)

ACT Corrective Services

Operational Support

Organisational Capability unit

Louise McKibbin

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 57363) (Gazetted 6 January 2023)

ACT Courts and Tribunal

Corporate Services and Strategy

Daniella Posavec

From: Health Professional Level 5 \$135,355 - \$152,377

Justice and Community Safety

To: †Senior Officer Grade A \$157,201

Justice and Community Safety, Canberra (PN. 61822) (Gazetted 20 June 2023)

Transport Canberra and City Services

Chief Operating Office

CIO Branch

Planning and Delivery

Anh Ngoc Thi Bui

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

Transport Canberra and City Services, Canberra (PN. 23012) (Gazetted 25 November 2022)

Territory and Business Services

Yarralumla Nursery

Kirrilea Cameron

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. 43600) (Gazetted 3 August 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

Urban Treescapes

Samantha Ning

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. 60346) (Gazetted 14 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.