



ACT Government Gazette

Gazetted Notices for the week beginning 21 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>

Infrastructure, Communications and Engagement**Northside Hospital Project and Transition Team / Strategic Infrastructure****Communications & Engagement – Strategic Infrastructure****Director, Communications and Engagement****Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 61281)**

Gazetted: 27 September 2023

Closing Date: 11 October 2023

Details: Are you an enthusiastic communicator with a passion for delivering meaningful community engagement?

Do you want to lead the narrative and help shape vital health infrastructure for Canberra's future?

ACT Health is looking for a talented, highly motivated experienced communication and engagement professional to support the delivery of clinical, community and stakeholder engagement as we plan and develop new health infrastructure to support the growing and changing needs of our community.

You will be responsible for the development and implementation of communication and engagement initiatives that support the delivery of key infrastructure projects such as the new northside hospital project, Canberra Hospital Master Plan, health hubs in the community and more.

This is a unique and exciting opportunity to be part of a small and dedicated team, leading the narrative to raise the profile and awareness of the Canberra community on the role and importance of health infrastructure projects, their investment in them, and their long-term benefits for improving the lives of the community.

Who should apply:

Experienced communicators with a track record in engagement, media and communications.

Passionate advocates for transparent, meaningful community engagement.

Creative thinkers and proactive problem solvers who can anticipate risks and craft innovative solutions.

If this sounds like you, we encourage you to apply!

Notes: This is a temporary position available immediately until 28 June 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.

How to Apply: Please provide a two-page pitch, along with an up-to-date curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally-Anne Clark (02) 6207 0825 Sally-Anne.Clark@act.gov.au

Population Health**Research, Programs and Services****Research Strategy****Director, Research****Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 50975)**

Gazetted: 27 September 2023

Closing Date: 4 October 2023

Details: The Director, Research provides leadership and strategic direction to the Research Strategy team as they support the ACT Health Directorate to be a system leader for health research in the ACT, aiming to create a vibrant, learning health system where research drives optimal health and wellbeing for all.

Guided by Better together: A strategic plan for research in the ACT health system 2022-30, the team's work covers a broad range of strategic and operational initiatives, including but not limited to the administering the Research and Innovation Fund (RIF), coordinating the Canberra Health Annual Research Meeting (CHARM), delivering the ACT Health Vacation Study Program (VSP), and facilitating the Health Analytics Research Collaborative (HARC). The

team also provide secretariat support for the ACT Health Council's Research Working Group (RWG) and are responsible for ensuring the ACT is represented in relevant national policy, programs and initiatives.

Eligibility/Other requirements: Relevant tertiary qualification or equivalent experience in a field relevant to health research is desirable.

Notes: This is a temporary position available immediately for five months with the possibility of permanency. An order of merit will be established from this selection process.

How to Apply: Please submit a current curriculum vitae and an application addressing the requirements listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jade Redfern 0422 921 624 Jade.Redfern@act.gov.au

Policy, Partnerships and Programs

Health Policy and Strategy

End of Life Policy (Voluntary Assisted Dying & Palliative Care)

Senior Policy Officer/Policy Officer

Administrative Services Officer Class 5/6 \$87,346 - \$107,322, Canberra (PN: 62942, Several)

Gazetted: 27 September 2023

Closing Date: 11 October 2023

Details: Are you driven by doing work that really matters? Do you thrive on working in an interesting, dynamic, and fast-paced working environment? Do you value a good work culture and working as part of a team? If your answers so far are yes, then read on.

The ACT Government is currently in the process of strengthening end of life healthcare and options for Canberrans. Working in the ACT Health Directorate within the Policy, Partnerships and Programs Division, the End-of-Life Policy team is seeking a suitably qualified Senior Policy Officers/Policy Officers to work across the areas of Voluntary Assisted Dying and Palliative Care.

The successful applicants can expect to work as part of a strong and supportive team. With direction of the Director or Assistant Director the Senior Policy Officers/Policy Officers will undertake work such as policy development and analysis, research tasks, preparing high level written advice and supporting program implementation. This work is both important and challenging, particularly with the anticipated introduction of Voluntary Assisted Dying Legislation by the ACT Government later this year.

There are several positions available and so if you're driven by teamwork, interested in innovative policy development, have great analytical and communication skills this position might just be for you!

Eligibility/Other requirements: Qualification in either health, social science, laws (or related discipline) is highly desirable. Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Notes: 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 ensure to specify which classification you are applying for and submit a two page pitch in response to the Selection Criteria section in the relevant 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: Chadia Rad (02) 5124 6216 Chadia.Rad@act.gov.au

Mental Health and Suicide Prevention Division

Office for Mental Health and Wellbeing

Director

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 40301, several)

Gazetted: 26 September 2023

Closing Date: 10 October 2023

Details: The Office for Mental Health and Wellbeing are looking for highly motivated Directors to lead a range of mental health and wellbeing initiatives, working across government, non-government and the broader community to support the mental health and wellbeing of local Canberrans.

Eligibility/other requirements: Relevant tertiary qualifications (or equivalent) in Operational Management or Health Policy is desirable, along with previous experience in data analysis within a mental health environment.

Note: 1.5 FTE available. Part-time and full-time employment will be considered. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: To apply, please submit a maximum two-page pitch addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities. Please also include a curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Johnson (02) 5124 9860 Natalie.Johnson@act.gov.au

Population Health Division

Population Health Policy

Preventive and Population Health Policy

Screening Policy Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 53084)

Gazetted: 26 September 2023

Closing Date: 10 October 2023

Details: Working under the broad direction of the Assistant Director, Preventive and Population Health Policy, the Screening Policy Officer will play a key role in developing and implementing newborn bloodspot and cancer screening policy in the ACT.

As part of a small team, you will collaborate with a broad range of stakeholders across the ACT Government, state and territory health departments, the Australian Department of Health and Aged Care and external partners and service providers in the scoping, development and implementation of screening policies to enable early detection and treatment for serious health conditions.

We are seeking an officer with excellent oral and written communication skills, strong organisational skills, and the ability to provide high-level, strategic advice to the Executive and the Chief Health Officer.

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

Eligibility/Other requirements: Relevant experience and or tertiary qualifications in public health and/or public policy is desirable.

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

How to Apply: Please submit:

Your current curriculum vitae

A written response (of no more than two pages) addressing the selection criteria of the Position Description, and outlining your relevant Skills, Knowledge and Behavioural Capabilities.

Contact details of two referees (one must be a current or recent supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Resnik (02) 5124 9716 Lauren.Resnik@act.gov.au

Digital Solutions Division

Future Capability and Governance

Project Hub

Project Manager

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 44639)

Gazetted: 22 September 2023

Closing Date: 6 October 2023

Details: As the Project Manager in the Digital Solutions Division, you'll be the project management, working closely with Senior Project and Portfolio Managers, delivering digital solutions in line with our Delivery Frameworks and processes. Your role is all about leading and managing projects, making sure they are successful within agreed tolerances. You will need to be able to be an expert in planning and implementation, managing project scope, budgets, and goals. You will need strong communication skills to engage with various stakeholders - from management, technical expert and clinical staff and executive leaders.

Eligibility/Other requirements:

Job Requirements

Undergo a pre-employment National Police Check.

This role requires you to obtain and maintain an Australian Government Negative Vetting Level 1 (NV1) Security Clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for NV1 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.

Desirable

Previous experience managing and delivering projects within a healthcare setting.

Recognised qualifications (or equivalent) in Project Management.

Notes: This is a temporary position available immediately until 1 August 2024 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: 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: Melissa Devries (02) 5124 6367 Melissa.Devries@act.gov.au

Corporate and Governance

People Strategy and Culture

Psychological Health and Wellbeing Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 62385)

Gazetted: 22 September 2023

Closing Date: 29 September 2023

Details: The People Strategy and Culture Branch is seeking an enthusiastic professional to:

Guide and support psychological health and wellbeing in the workplace,

Drive improvements in workplace culture,

Increase psychological health capability, and

Implement Wellbeing at Work projects.

You will bring your professional experience and creativity, high level communication and project skills, and understanding of workplace culture, to work in collaboration with Executive leaders, the human resource team, and staff across the organisation, to help make the ACT Health Directorate a great place to work.

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

Eligibility/Other requirements:

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

Hold a tertiary qualification (post-graduate preferred) in Psychology and/or one of the behavioural sciences, with qualifications and experience in the design, conduct and management of complex applied projects in an occupational psychology setting.

Holding general registration with the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA) is highly desirable.

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

Notes: This is a temporary position available from 1 October 2023 to 30 June 2024, with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: 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: Tony Vane (02) 5124 9629 Tony.Vane@act.gov.au

Population Health Division

Research, Programs and Services

ACT Government Analytical Laboratories**Assistant Director****Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 30721)**

Gazetted: 22 September 2023

Closing Date: 6 October 2023

Details: The ACT Government Analytical Laboratory is multidisciplinary scientific laboratory providing high quality analytical services in the fields of Microbiology, Environmental Chemistry, Forensic Chemistry and Forensic Toxicology. The laboratory is certified to the management standard ISO 9001. Each laboratory unit is individually accredited to ISO 17025.

The Environmental Chemistry Unit is seeking an Assistant Director to assist with the management and operation of the ACT Government's ambient air monitoring program in accordance with the Ambient Air National Environment Protection Measure, asbestos identification in bulk materials, airborne asbestos fibre counting, and other defined projects. The Assistant Director will have a lead role in supervising staff, providing technical guidance and ensuring activities adhere to the laboratory's Quality System, and a key role in maintaining laboratory certification and accreditation. The successful applicant will also have an integral role in developing and implementing the Unit's projects, preparing reports and correspondence, developing methodology and techniques, and high-level liaison with and provision of advice to Directorate staff, other government directorates/authorities, and external stakeholders.

Eligibility/Other requirements:

A degree in Science is essential, with a major in Chemistry desirable.

A valid driver's licence (Class C) is essential

How to apply: Please submit a written application addressing the selection 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: Swarup Chatterjee (02) 5124 9139 Swarup.Chatterjee@act.gov.au

Mental Health Policy and Suicide Prevention Division**Mental Health Policy and Strategy****Director- Senior Project Officer****Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 57739)**

Gazetted: 22 September 2023

Closing Date: 6 October 2023

Details: Are you passionate about improving mental health and wellbeing outcomes. Are you an experienced professional with a commitment to the principles of co-design and lived experience participation. Mental Health Policy and Strategy is seeking a high performing project officer to lead the development of key service development and design projects related to mental health rehabilitation and housing this includes including researching and developing models of care, supporting key infrastructure work and the development of policy and advice. The position will also have a supporting in other keywork such as the development of Safe Spaces across the ACT.

Notes: This is a temporary position available immediately until 30 June 2025 with the possibility of permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please provide a two-page pitch explaining how you meet the capabilities described in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wendy Kipling 5124 7127 Wendy.Kipling@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

Long Service Leave Authority**Chief Operations Officer**

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 16468)

Gazetted: 21 September 2023

Closing Date: 5 October 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 scheme administration and service delivery for the covered industries, ensuring the delivery of exceptional client service including best practice customer enquiry managements and issues resolution and you will develop and maintain partnerships with key stakeholders and represent the Authority at a range of forums as required.

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.

Eligibility/Other Requirements: Tertiary qualifications, or commensurate experience, in a related discipline is desirable.

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

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. ACT Leave may administer a writing task as part of the interview and selection process.

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

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

Contact Officer: Tracy Savage 0434567571 Tracy.savage@actleave.act.gov.au

Canberra Health Services

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

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

CHS Finance and Business Intelligence**FBI Operations****Assistant Director, External Budget (SOG C) - Strategic Finance****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 60277 - 02DJQ)**

Gazetted: 21 September 2023

Closing Date: 5 October 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:

Strategic Finance supports the CHS Directorate through the provision of a financial framework supported by financial reporting, accounting operations, and coordination and/or input into the annual budget and estimates functions. The Strategic Finance Team undertake the following key tasks:

Provision of strategic and operational financial support and advice.

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

Preparation of financial performance reports for management and other key stakeholders.

Accounting for the CHS's assets including accounting and reporting of the capital works program to ACT Treasury to meet internal and external timeframes.

Preparation of the CHS's annual financial statements.

The External Budgets team is the main contact point between ACT Treasury and CHS. The team works closely with Senior Executives and a range of internal and external stakeholders, to ensure the Directorates' budget are accurate, comprehensive, and addresses the governments strategic priorities. In addition to managing the external budget process the team also leads the preparation of the Statement of Performance, managing the directorates reporting on certain financial and non-financial measures.

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Elanor Hughes 0418616721 elanor.hughes@act.gov.au

Protective Services

Senior Security Officer

Health Service Officer Level 6 \$63,169 - \$65,888, Canberra (PN: C11886, several - 02DK1)

Gazetted: 25 September 2023

Closing Date: 30 June 2024

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:

Protective Services are seeking Casual Health Services Officers Level 6 for opportunities at both The Canberra Hospital and Dhulwa Mental Health Unit.

The Protective Services section is embedded within the Infrastructure and Health Support Services Division. Protective Services' mission is to provide the necessary climate and mechanisms that will enable staff, patients and visitors at Canberra Health Services' facilities to go about their daily activities without fear or intimidation by preventing crime and protecting persons and property.

As a Senior Security Officer you will ensure a safe and secure environment is maintained for staff and consumers at Canberra Hospital, the Dhulwa Mental Health Unit and non-acute sites by providing incident response, proactive security functions and enforcement of Canberra Health Services policy and directives.

As a Senior Security Officer, you are expected to be able to perform duties in all of the following work streams: General Duties which provides a dynamic capability to deter, detect and respond to security episodes. This may mean working as a lone Security Officer in an area or at a site where a higher level of decision making is required. Control Room / Pass Office which operates comprehensive electronic security systems including access control (electronic and mechanical), cameras, alarm monitoring, radio systems, intercoms and phones in a high-paced environment. A high degree of ICT knowledge is required to perform this role.

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.

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

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

Contact Officer: Mark Enriquez (02) 5124 5145 mark.enriquez@act.gov.au

Clinical Services**Mental Health, Justice Health and Alcohol and Drug Services****Justice health Services****Custodial Health Nurse (RN1) - Justice Health Primary Health Care Team****Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 38665 - 02DF0)**

Gazetted: 25 September 2023

Closing Date: 6 October 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:

This is an exciting opportunity to join the collegial Justice Health Services Custodial Primary Health team, whose core business is to provide high quality health care to people in custody at the ACT's correctional facilities. If you like variety and would like to grow your expertise, our team provides a broad range of services including nursing care, primary health care, population health, Alcohol and Other Drugs Services, and complex case management. As a Custodial Primary Health Nurse, you will have access to free onsite parking, a generous salary and additional allowances, salary packaging benefits, support from a passionate and enthusiastic team, fantastic training and education opportunities, and genuine career progression and professional development opportunities.

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.

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol & Drug Services

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services

Dhulwa Mental Health Unit

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

At this level you will provide clinical care for adults and young people in custody in the ACT. This role requires a high level of clinical skills, reasoning, critical thinking, and knowledge. The role is required to provide leadership and guidance for colleagues and stakeholders that aids the facilitation of ongoing development of excellence in clinical practice and optimal patient outcomes within this patient group.

The position holder will work within the Custodial Primary Health nursing team to drive change and promote a high-quality service to patients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

This role will be required to work at the Alexander Maconochie Centre and may be required to work at Bimberi Youth Justice Centre as needed, as well as other sites as required by the service.

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.

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

Contact Officer: Felicity O'Neill (02) 5124 2428 felicity.o'neill@act.gov.au

Hospital Projects

Senior Officer Grade A Canberra \$157,201 (PN: 61129, several – 02DNM)

Gazetted: 21 September 2023

Closing date: 27 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:

The Northside Hospital Transition team is supporting transition of services at North Canberra Hospital. The team has members of both Canberra Health Services (CHS) and ACT Health Directorate. The CHS Service Continuity team focuses on the transition of systems, processes, people and operations to CHS and the ACT Government environment. Working closely with the North Canberra Hospital team, the Senior Director will work in collaboration with Business Units to ensure completion of transition activities and the move to business as usual and a single service approach.

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: Successful candidates may be selected on applications only.

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

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](#).

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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.

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.

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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.

Contact Officer: Cathie O'Neill at (02) 5124-2147 or at Cathie.O'Neill@act.gov.au

Obstetrics and Gynaecology

Staff Specialist / Senior Specialist - Obstetrics and Gynaecology

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 62786 - 02D00)

Gazetted: 22 September 2023

Closing Date: 17 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.

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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](#)

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at [ENTERPRISE AGREEMENTS](#)

The Centenary Hospital for Women and Children is the level 6 tertiary referral centre for the ACT and surrounding region with over 3700 births. It has a busy Neonatal Intensive Care Unit with a regional role extending throughout southern NSW and over 200 level 3 admissions each year. The service is strongly committed to providing care that is child, family and woman focused. The WYC is made up of a highly qualified team of medical, nursing and midwifery and allied health practitioners, administrative and other support services. The service has a significant teaching, training and research program as well as strong clinical and professional governance structures and processes to ensure delivery of safe, high quality healthcare.

WYC are undergoing a program of continuous business improvements to inform best practices in the models of care as well as ensuring that the workforce and services are safe and sustainable. WYC are committed to rebuilding a positive workplace culture and are confident that we can deliver excellent health care to the community if we work together.

We are seeking a permanent Staff Specialist(s) capable of generalist practice across both Obstetrics and Gynaecology, with the ability to develop special interests as a proportion of their work schedule.

The successful applicant must have RANZCOG Fellowship. They must possess excellent communication skills, an ability to collaborate with the multidisciplinary team, and a drive for teaching and Quality Improvement.

This position will be embedded in the Obstetrics and Gynaecology Unit, with pro-rata on call duties and contribution to inpatient management.

Duties:

1. Provide clinical expertise in both Obstetric and Gynaecological practice.
2. Conduct clinical duties including oversight of the birthing suite, acute gynaecology, outpatient services and the operating theatre and demonstrate participation in non-clinical duties that contribute to the growth of the Department, such as teaching, supervision, audit, research and committee representation.
3. Manage inpatients, conduct regular teaching ward rounds and provide ward support to the team of registrars and junior medical officers
4. Participate in the on call roster for both Obstetrics and Gynaecology at a pro-rata basis according to service requirements
5. Work in a collaborative partnership with the Medical, Nursing, Allied Health and Administrative Leads to deliver safe, high quality clinical services and contribute to the education and training of all members of the clinical team
6. Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high-quality person and family centred care.

7. Provide leadership and coordination in clinical governance by developing evidence-based guidelines; ensuring high level staff performance; and overseeing quality improvement and risk management activities.

8. Provide leadership in standards of practice, including professional development, teaching and training and research and innovation, and maintain own knowledge through participation in learning and development opportunities.

For more information, please click here to see the [Position Description](#)

Contact Officer: Steven Adair 0477294057 steven.adair@act.gov.au

People & Culture

Talent Acquisition Team Leader - Corporate Stream

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 11195 - 02DVC)

Gazetted: 22 September 2023

Closing Date: 4 October 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 People and Culture (PandC) Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS. Working closely with CHS Divisions, the PandC portfolio delivers strategically aligned workforce solutions in areas including people, policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment.

The Talent Acquisition and Employee Experience team within the PandC Division is focused on the full lifecycle of recruitment including researching, sourcing, attraction, recruitment, and onboarding of selected workforce resources for CHS. The priorities for this team are driven by strategic and operational needs.

The Canberra Hospital Expansion Project includes the new Critical Services Building (CSB). The CSB is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. The CSB is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by CHS.

The Team Leader will support the Senior Director Acquisition team to facilitate supply of the relevant workforce as required for CHS – including any specific requests within the CSB.

This will include supporting all team members to deliver quality talent acquisition services to future employees and customer service to hiring managers.

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.

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

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

CHS Clinical Services**Mental Health, Justice Health and Alcohol and Drug Services****Adult Community mental Health Services****Clinical Manager (HP 2) - Adult Community Mental Health Services****Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 19711 - 02DNI)**

Gazetted: 22 September 2023

Closing Date: 6 October 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/>

The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip, and Belconnen Community Health Centres.

Within the service there is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan.

The program recently implemented a new model of care which aims to improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions.

Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact.

Provide optimal treatment for people in their homes and community as effective hospital diversion.

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing assessment and care planning for people experiencing mental illness. They will be highly motivated to engage in consultative and educative practices with families, carers, and other agencies.

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

The position reports to a Team Leader who is based on site in the relevant community health centre. This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

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

- Undergo a pre-employment National Police Check.
- Hold a current driver's licence.
- 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 & vaccination processes against specified infectious diseases.

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

Contact Officer: Brad O'Donnell (02) 5124 1795 Brad.O'Donnell@act.gov.au

CHS Clinical Services**Mental Health, Justice Health and Alcohol and Drug Services****Child and Adolescent Mental health Services****Hospital Liaison Team Member (HP 3) - CAMHS****Hospital Liaison Team Member (HP 3) - CAMHS**

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 50778 - 02DTH)

Gazetted: 22 September 2023

Closing Date: 6 October 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: Mental Health, Justice Health, and Alcohol & Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance, and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes.

These services include:

Adult Community & Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

This position is a permanent full time HP3 available at CAMHS services.

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

The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will be to conduct assessment and treatment of young people who present to the emergency department who are at risk of moderate to severe mental health concerns.

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

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

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

Undergo a pre-employment National Police Check.

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

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

Comply with ACT Health credentialing and scope of clinical practice requirements.

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

Contact Officer: Jordan Brown (02) 5124 1095 Jordan.Brown@act.gov.au

Health Information Services**Clinical Coder Educator / Auditor****Clinical Coder Level 2 \$130,507, Canberra (PN: 25179 - 02DUQ)**

Gazetted: 25 September 2023

Closing Date: 9 October 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 CFO Division is responsible for developing and maintaining budgets, providing strategic financial advice, procurement and supply, and operational reporting across the health service. Additionally, the CFO Division includes the Health Information Services (HIS) team, which provides a range of services including:

Provision of health records and personal health information for patient care, research, quality improvement, education, and medicolegal purposes.

Clinical record scanning and management.

Clinical coding and case mix data generation.

Clinical documentation improvement (CDI) program.

Patient identifier management.

Clinical coding is an essential function for Canberra Health Services to facilitate accurate funding reimbursement, to support clinical research and education, to assist in the planning and evaluation of health care services, and to fulfil local and mandatory national data submission requirements.

This role is a combined coding/auditing/educator role. In addition to some routine clinical coding responsibilities, you will also be required to train new coders and assess ongoing coder education needs through regular coding audits. You will play a key role in determining appropriate Diagnosis Related Group (DRG) allocation, optimising coding throughput, ensuring targets and key performance indicators are met, conducting coding quality audits involving interactive case mix reviews with clinical staff as well as providing training, mentoring and support to the clinical coding team.

Duties:

Under limited direction of the Clinical Coding Manager, you will perform clinical coding, coding audits and coder education. You will:

Perform tertiary level clinical coding for all CHS and University of Canberra Hospital inpatient episodes.

Perform comprehensive clinical coding audits to ensure coding accuracy and optimal DRG allocation and manage a continuous quality improvement strategy, including providing recommendations and feedback as appropriate.

Provide training, education, mentoring, support, and development to Clinical Coding staff.

Liaise with Clinical Documentation Specialists and Clinical staff as appropriate to improve clinical record documentation to optimise coding accuracy and DRG allocation, whilst adhering to case mix submission deadlines and in-house reporting timeframes.

Maintain coding skills through attendance at educational sessions, research and study of current coding and health literature and contact with Clinicians.

Assist with planning, testing and implementation of changes to coding and grouping systems.

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

About you:

Mandatory Requirements/Qualifications:

Degree in Health Information Management, or eligibility for admission to full membership of the Health Information Management Association of Australia.

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. A minimum of three years clinical coding experience using the current edition of ICD-10-AM, covering a broad range of case mix in an acute tertiary hospital, with ability to accurately code an average of 4 – 5 records per hour.

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.

Contact Officer: DianneS Ramadan (02) 5124 3242 dianne.s.ramadan@act.gov.au

Medicine**Executive Director, Medicine****Executive Level 2.3 \$336,019 - \$349,479 depending on current superannuation arrangements, Canberra (PN: E626)**

Gazetted: 21 September 2023

Closing Date: 28 September 2023

Details: Canberra Health Services (CHS) is seeking an expression of interest from an experienced healthcare leader to fill the position of Executive Director, Medicine at Canberra Health Services for a period of up to nine months. The Executive Director, Medicine is responsible for setting the strategic direction and operations across their service areas as well as innovation, accountability and health reform. The Executive Director will provide high level insights and guidance in the operation of patient flow systems and processes to improve access and performance and will maintain effective linkages across CHS and other ACT services to ensure these systems and processes are person and family centred.

Reporting to the Chief Operating Officer, the Executive Director is a critical executive leadership role within CHS and is expected to play a key role in planning and continuous improvement for the Division. They will have responsibility for ensuring divisional management and compliance for human resources management, contract management, financial management and government business.

It is expected that the Executive Director will have a unique understanding of the responsibilities and accountabilities of the role and a strategic understanding of CHS's key priorities and will work collaboratively with the other executives across CHS. The successful applicant will provide outstanding and strategically focused leadership, communicate professionally with high level internal and external stakeholders and work with flexibility, efficiency, and diplomacy within a complex multifaceted team.

Contract: The successful applicant will be placed on a short-term executive contract for a period of up to nine months.

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

How to apply: Interested candidates are requested to submit an application outlining relevant skills and experience against the executive capabilities 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: Dr Grant Howard 02 5124 2147 Grant.howard@act.gov.au

Health Infrastructure Program**Infrastructure Manager / Specialist 1 - Senior Project Director****Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 61741 - 02CZO)**

Gazetted: 22 September 2023

Closing Date: 5 October 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:

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

The Project Director role will report to the Senior Project Director, Capital Project Delivery and undertake key activities to support the planning and delivery of CHS capital projects. The role will require working in close collaboration with infrastructure delivery partners, Major Projects Canberra.

The Project Director will be responsible for management oversight of a number of major CHS projects, ensuring that they are delivered on time and within budget, whilst minimising impacts to clinical services from operating

within a live hospital environment. This will include a range of construction projects involving demolition works, construction of new buildings and refurbishments or existing buildings. A key element will be engaging with internal and external stakeholders, and managing stakeholder expectations to ensure agreed project outcomes are delivered.

The project designated for this role is due to be completed in September 2025. Following the completion of the project, the successful applicant will be redeployed to another role at the same classification within the ACT Public Service (ACTPS).

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.

Contact Officer: Dave Gilbert (02) 5124 7791 dave.gilbert@act.gov.au

Various, Allied Health

SW New Graduate

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 62715 - 02DKL)

Gazetted: 25 September 2023

Closing Date: 4 October 2023

Details: There are great opportunities for new graduate Social Workers across Canberra Health Services!

If you are a new graduate Social Worker looking for an exciting opportunity in healthcare, supercharge your career and create the life you want in Canberra. Our new graduate program has been designed to provide you with tailored individual support whilst optimising your career opportunities.

Did you know that Canberra is ranked one of the most liveable cities in the world? There are stunning natural surrounds, amazing quality restaurants, world-class education facilities and so much more.

And recent research confirms that Canberrans are the happiest people in Australia – no wonder – there really is something for everyone in Canberra.

What can we offer you:

A range of clinical experiences to help you identify your clinical passion and best fit at Canberra Health Services.

Exposure to management of complex clinical cases with great support.

A 12-month new graduate allied health education program, with comprehensive orientation, networking opportunities, clinical supervision and regular education sessions.

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:

Successful candidates in the HP1 new graduate year will have the opportunity to rotate across services and divisions to provide them with a broad range of experiences and opportunity to identify their clinical passion. You will work in a growing and dynamic health service that is committed to providing state of the art services to Canberra and the surrounding regions. Successful candidates will be supported and provided ongoing education opportunities facilitated through the Allied Health New Graduate program and Allied Health Clinical Education Unit. Transition to a permanent HP2 position is dependent on successful completion of the New Graduate year and the Division where a permanent position is available.

We are looking for Social Workers in the following areas:

Hospital setting supporting adults during and following a sudden acute illness.

Inpatient rehabilitation with adults following a traumatic injury.

Acute older person inpatient ward.

Outpatient adult rehabilitation following a traumatic injury.

Mental Health settings which may include working in either hospital based or community teams providing Social Work services to adults, children or young people experiencing mental health conditions.

To learn more about the required duties of this role click the following link for the Position Description. We will work with you to align you with the work areas you would prefer to work in. Please let us know your preferences in your application.

Commencement date for successful applicants is Tuesday 30 January 2024.

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: Lisa Schmierer (02) 5124 7096 AHCEU@act.gov.au

CHS Allied Health

Acute Allied Health Services

Physiotherapy Clinical Educator

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 61918 - 02DOX)

Gazetted: 21 September 2023

Closing Date: 6 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:

Acute Allied Health Services (AAHS) Physiotherapy provides services to a range of clients in acute inpatient and specialised outpatient settings predominately at Canberra Hospital. Our physiotherapists work closely with patients, carers, referrers, and multidisciplinary teams to achieve safe, timely, high quality patient care.

The Physiotherapy Clinical Educator has a key role in delivering high quality patient centred care through teaching, training and education of students, staff, and associated functions to support clinical service delivery. The clinical educator is pivotal to the successful delivery of acute student placements from University of Canberra and in supporting physiotherapy staff with clinical education, supervision, and further acquisition of skills training. The successful candidate will work collaboratively with the existing Physiotherapy Clinical Educator to deliver key deliverables related to the position.

The Physiotherapy Clinical Educator is an integral part member of the Department’s senior physiotherapy leadership team and carries designated portfolio responsibilities as part of the role. Day to day support, clinical supervision, and professional development is provided through the manager, senior leadership team and educator peers, formal clinical supervision arrangements, and informal and formal professional development opportunities. 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.

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

Contact Officer: Kerry Boyd (02) 5124 2670 Kerry.Boyd@act.gov.au

Rehabilitation, Aged and Community Services**Rehabilitation, Aged and Community Services****Community Care Program****Rehabilitation, Aged and Community Services**

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level), Canberra (PN: 62975 - 02DTT)

Gazetted: 22 September 2023

Closing Date: 13 October 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).

Annual professional development allowance.

Structured and regular professional development.

Support to participate in quality improvement projects and research.

Access to health and well-being programs and discounted gym memberships.

About the Role: This is an exciting opportunity to join the progressive, enthusiastic, and friendly Community Care Physiotherapy team at Canberra Health Services (CHS). Situated in the Division of Rehabilitation, Aged and Community Services, the Community Care Physiotherapy team is comprised of a manager, physiotherapists, a dedicated Clinical Educator and Allied Health Assistants. We are a cohesive team that strives for excellence and supports each other to foster well-being and a positive workplace culture. This position is part time, with the possibility of becoming permanent and hours/days can be negotiated to suit successful applicants. This position is for 12 months but may be extended. Recruitment may be completed on written applications alone. Successful candidates will have completed, or are currently completing, a certificate 4 in allied health assistance at CIT. Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community-based care across a range of settings. Our staff are committed to the delivery of health services that reflect the Canberra Health Service's vision and CHS is committed to supporting staff in their professional journey. RACS services work collaboratively with patients, clients, and individuals, involving their carers and family, as well as other services within and external to ACT Health. Community Care Physiotherapy services are offered from community health centres across the ACT. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

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

Undergo a pre-employment National Police Check.

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

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

Note: This is temporary part-time position at 22.05 hours per week with the possibility of extension and/or permanency. The full-time salary noted above will be pro-rata.

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

Medicine**Renal****Registered Nurse Level 1**

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 50453 - 02DO5)

Gazetted: 21 September 2023

Closing Date: 5 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 Renal Service provides inpatient and outpatient care to people with renal dysfunction across the ACT. The scope of services provided by the Renal Service is designed to support a continuum of care for people with kidney dysfunction. Services provided have a multidisciplinary focus and include care from acute kidney injury, chronic kidney disease, dialysis, home dialysis, kidney transplantation and renal supportive care.

The Dialysis Clinic Registered Nurse position uses clinical knowledge and skills to assist in coordinating and delivering care to patients with Chronic Kidney Disease.

The successful applicant will be expected to work a rotating roster at various dialysis clinics across the CHS Renal Service. This position includes participation in provision of after-hours care, including the on-call roster haemodialysis roster.

The Dialysis Clinic RN 1 position reports to the Dialysis Clinic Clinical Nurse Consultant (CNC).

Please note selection may be based on written application and referee report only.

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: Joyce Thanabal (02) 5124 1279 joyce.thanabal@act.gov.au

People & Culture

Senior Payroll Officer

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: LP6957 - 02DSP)

Gazetted: 21 September 2023

Closing Date: 5 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.

About the Role:

The Senior Payroll Officer is required to support and assist the team to deliver effective and accurate payroll services to our customers by completing quality assurance checking of payroll transactions before the fortnightly payroll is closed. This position also includes payroll processing, monitoring workflow across the team and providing training, feedback and coaching to the Payroll Officers as required.

The occupant must have previous experience working in a public sector payroll team, processing complex payroll transactions and administering employment conditions. A demonstrated ability to provide ongoing feedback relating to processing work and experience in coaching new and existing staff is also required. Attention to detail and excellent communication skills are required to assist in maintaining a positive team culture and ensuring a high standard of customer service is maintained.

Under limited direction of the Payroll Director you will:

Interpret and provide accurate and considered advice to staff and customers relating to legislation, Enterprise Agreements and policies relating to payroll activities and practices.

Comprehensively process and check payroll transactions, including those related to the administration of leave, taxation, salary packaging, workers compensation and superannuation and provide feedback regarding processing accuracy and timeframes.

Monitor the workflow in the team ensuring that fortnightly process timeframes are met.

Work with the team leadership to identify individual and team training requirements and implement, develop, and deliver training and/or presentations as agreed and required.

Assist the Payroll Officers to respond appropriately to customer enquiries, ensuring all verbal and written communication with customers is professional, well considered and accurate.

Where required, assist the team leadership with processing the fortnightly Payroll Integrity Reports to ensure a focus on continuous improvement.

Work cooperatively with team members across Payroll Services, sharing knowledge and expertise to complete the day-to-day workload, improve business outcomes and support positive change in the work environment.

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 working with an automated Time and Attendance System and a Human Resource Information Management system to process payroll transactions and administer conditions of employment.

Knowledge and application of the relevant legislation, Enterprise Agreements, Public Service Management Act and Standards and the policies and procedures relating to employment conditions.

A high level of attention to detail, particularly accuracy when dealing with numerical data and complex problems and well-developed analytical skills.

The ability to apply adaptive payroll training to new and current staff, for continual business improvements and to maintain appropriate customer service standards.

Sound organisational skills, including the ability to effectively manage multiple tasks, determine priorities, and effectively meet strict deadlines in high pressure situations.

Ability to listen and communicate clearly both verbally and in writing and to provide feedback in a constructive manner with a focus on continuous improvement.

Ability to work cooperatively and positively within a team environment and demonstrate helpful, collaborative assistance to support others across Payroll Services including the ability to share knowledge in a clear manner, demonstrating patience when training less experienced staff.

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.

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: Meredith Griffith (02) 6201 6126 meredith.griffith@calvary-act.com.au

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community mental Health Services

Clinical Officer

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 27902 - 02DN4)

Gazetted: 21 September 2023

Closing Date: 6 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:

This position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The ACMHS has community recovery services operating from Gungahlin, City, Tuggeranong, Phillip, and Belconnen Community Health Centres. Additionally, ACMHS has an Assertive Community Outreach Service based at Belconnen, an Older Persons Mental Health Community Team based at the University of Canberra Hospital, a Mental Health Services Intellectual Disability Team based at Gungahlin, and a Mental Health Link Team based at the city.

Within the ACMHS there is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan.

The ACMHS model of care aims to improve the responsiveness and diversity of services offered to people. The ACMHS MoC is underpinned by principles of recovery and aims to:

Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions.

Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact.

Provide optimal treatment for people in their homes and community as effective hospital diversion.

As a Clinical Officer working on the Mental Health Link Team, you will be responsible for providing consultation liaison services to support consumers to live and function within their community and to identified Partnership Community Organisations.

Your duties will include providing advanced allied health care to consumers who require supported accommodation, residential housing, justice community housing, clinical sub-acute housing as well as temporary and short-term accommodation options. Additionally, you will provide advanced support to the division in the areas of post suicide attempt follow up, NDIS planning and discharge consultation liaison.

You will enjoy working as a member of the multidisciplinary team and be highly motivated to engage in consultative and educative practices with families, carers, and other agencies.

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. The HP3 will contribute their expertise to the multidisciplinary team, provide supervision to HP2, HP1, allied health assistants, and students and support the Team Leader in change processes. The HP3 will undertake quality initiatives to promote service delivery at a standard of best practice.

The position is based at the City Community Health Centre and reports to the Mental Health Link team manager.

This is an exciting opportunity for someone who may be interested in working in a program that comprises access,

hospital diversion, assertive outreach, community recovery and therapy services, and consultation and liaison with a wide range of stakeholders.

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.

Hold a current driver's licence.

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 & vaccination processes against specified infectious diseases.

Contact Officer: Chloe Looker (02) 5124 1947 Chloe.Looker@act.gov.au

Women, Youth and Children's Health

Director of Allied Health

Paediatric Diabetes Educator

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22433 - 02DKZ)

Gazetted: 21 September 2023

Closing Date: 18 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.

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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 Paediatric Endocrinology and Diabetes Service provides coordinated and integrated care for children, young people, and their families with diabetes and other endocrinological conditions. Clinical services are delivered at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre. The Paediatric Endocrinology and Diabetes Service is an interdisciplinary service comprising medical, nursing, and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

This nursing role requires the ability to provide appropriate skilled clinical assessment and intervention for children and young people with diabetes. The position holder will be responsible clinically and professionally to the Advanced Practice Nurse in the Paediatric Endocrinology and Diabetes Service.

This position may be required to potentially work at multiple sites operated by Canberra Health Services and in schools attended by young people with diabetes.

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: Emma Matthews (02) 5124 7495 emma.matthews@act.gov.au

Clinical Director - Anatomical Pathology**Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 28853 - 02DGB)**

Gazetted: 22 September 2023

Closing Date: 18 October 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 Health Services (CHS) with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Department of Anatomical Pathology is responsible for the diagnostic pathology for approximately 25,000 surgical pathology and 10,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, flow cytometry, molecular pathology, Diagnostic Genomics and liquid cytology are available on site.

The Department provides for teaching of Anatomical Pathology at the Australian National University Medical School. There is a well-established Registrar training program.

The ACT Government has committed to build a brand-new Pathology facility, as part of the Canberra Hospital campus modernisation project. This is a once-in-a-lifetime opportunity to help us create and deliver a new vision for Anatomical Pathology. We will build a state-of-the-art laboratory with a focus on the latest diagnostic technologies, including digital pathology and outstanding new accommodation for our people. We are building a vibrant and engaged workplace culture, with a focus on leadership and teamwork, that will make this exciting project fly.

CHS has recently implemented a territory wide Digital Health Record. This has already transformed our Anatomical Pathology service. We have only just begun to unlock DHR's capabilities.

We are building a new Critical Services Building to include a new emergency, surgical and critical health care building. The facility will include more operating rooms, treatment spaces, intensive care beds and new helipads. Construction is well under way and is due to open in 2024.

Join us - build your diagnostic skills, develop as a leader and be part of an amazing team.

We provide a range of financial, health and education services to help our staff. We offer financial initiatives such as salary packaging, fixed pathology bonus, mobile phone allowance, and annual leave loading.

Note: This position is a permanent Staff Specialist/Senior Specialist position. The Clinical Director position is for a 3-year tenure.

Benefits:

Remunerations and benefits for this position include:

Salary packages ranging between \$408,058 - \$550,742 inclusive of salary, applicable allowances and 11.5% super.

Up to \$55,000 in reimbursement of relocation expenses for permanent and long-term appointments.

Medical Education Expenses allowance reimbursement up to \$19,782 per annum.

Generous leave provisions, including up to 4 weeks training/education leave and up to 5 weeks annual leave per annum.

Duties:

As an Anatomical Pathologist you will have a key role in the day-to-day operations of the laboratory and providing diagnostic reporting, participation in research projects, teaching and training of registrars and medical students, quality assurance activities and promote a commitment to high quality customer service.

The Clinical Director – Anatomical Pathology, reports to the Executive Director or Pathology. The role participates actively in the Divisions leadership team. There is an expectation that the successful applicant will maintain accountability for their own practice standards and education.

The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College.

The position will be accountable and responsible to the Executive Director of Pathology through an Individual Learning and Development Plan. In addition, they will work in collaboration with other departments to ensure high quality outcomes for the people who use services across the Division.

As Clinical Director you will play a key leadership role. You will build a vibrant and inclusive values-based workplace culture, supporting all team members including pathologists, trainees and laboratory staff. You will work alongside the Pathology senior leadership team, with a strategic focus on innovation, collaboration, workforce development and strategy, and help us to build an outstanding pathology service across the ACT.

The appointee will be expected to provide a high level of clinical leadership to ensure that allocated resources are managed to meet all service delivery targets. A key role will be to ensure medical engagement with the service, and to efficiently manage medical staff recruitment, placement and leave arrangements. The appointee will be expected to represent the Division both internally and externally in a range of strategic and planning forums. It is expected that approximately 50% of the Clinical Director's time will be focused on their substantive clinical service delivery role and approximately 50% will be allocated to the other duties.

Provide high quality and timely diagnostic reporting in Anatomical Pathology. This includes intra-operative assessments on frozen section examinations

Participate in the teaching, training and supervision of Anatomical Pathology Registrars and Medical Students

Participate in Quality Assurance activities within the Department consistent with all relevant accreditation standards, Canberra Health Services policies and procedures, and other relevant legislative requirements.

Support the Anatomical Pathology laboratory team in a positive and collaborative manner, contributing to a proactive and engaged workplace culture. You will model the Canberra Health Services (CHS) values at all times, contributing to a work environment where all team members have a voice and the opportunity for personal and career growth.

Work collaboratively with the senior Pathology leadership group, clinicians and other stakeholders, focussing on strategy, workforce and workplace culture development.

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

Contact Officer: Glenn Edwards 51240000 glenn.edwards@act.gov.au

Medicine

Diabetes Service

Dietitian - Health Professional Level 2

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 63083 - 02DVF)

Gazetted: 22 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:

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 Diabetes Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and community health centres within the ACT. Services include:

Diabetes care and treatment for adolescents and adults with Type 1 and Type 2 diabetes.

Women with Type 1 and Type 2 diabetes planning pregnancy and during pregnancy.

Women with Gestational diabetes.

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.

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.

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

Contact Officer: Maree Glynn (02) 5124 3794 Maree.glynn@act.gov.au

Child and Adolescent Mental Health Services (CAMHS)

Administrative Service Officer 3

Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 21612 - 02D7W)

Gazetted: 26 September 2023

Closing Date: 11 October 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, Alcohol & Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided a range from prevention and treatment to recovery, maintenance, and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes.

These services include:

Adult Community & Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

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

This role will manage the office/administrative aspects of the community-based team by provision of high-quality customer service to people accessing CAMHS Services, their networks and to Canberra Health Services Health personnel.

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.

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

Contact Officer: Sarah Toohey (02) 5124 6543 sarah.toohey@act.gov.au

Emergency Department

Administration Manager (AS05) - Emergency Department

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 19309 - 02DU5)

Gazetted: 27 September 2023

Closing Date: 28 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:

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

The Emergency Department at Canberra Hospital sees over 90 000 patients per annum. In such a busy department, the administrative team provides support to medical, nursing, and allied health staff.

The Administration Manager role reports directly to the Operations Manager, Emergency Department. Under limited direction, the Emergency Department Administration Manager is responsible for the human resource management (staffing, rostering), financial administration (budgets, salaries and operational), performance management (key performance indicators), access and quality improvement activities for the administrative services within the Emergency Department.

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.

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.

Contact Officer: Sarah Ryan (02) 5124 8386 sarah.ryan@act.gov.au

North Canberra Hospital

Allied Health & Palliative Care

Radiographer

Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade), Canberra (PN: LP7232 - 02DW6)

Gazetted: 27 September 2023

Closing Date: 11 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.

About the Role:

The North Canberra Hospital is a 256 bed hospital that offers both acute and subacute services. Our model of care sees multidisciplinary teams working collaboratively to provide a high quality of patient care. The Medical Imaging department supports the hospital in the provision of an extensive range of medical, surgical, maternity and 24 hour emergency services. The department also offers a service to the general public through private referrals from GP and specialist clinics.

The Medical Imaging department offers a continuous 24 hour service for CT and X-ray, including weekend and public holiday shifts (penalty rates apply). We operate two general x-ray rooms, including fluoroscopy, mobile radiography and theatre support. MI3 radiographers are expected to perform an efficient high quality person centred imaging service, including all general X-ray modalities and CT. MI3 radiographers are expected to participate in professional development activities as well as the provision of clinical supervision to subordinate staff and students.

Under broad direction of the Deputy Director Medical Imaging you will be accountable for the provision of high quality, efficient person centred imaging service. You will:

Be responsible for CT and Projection Radiography examinations conducted in the Medical Imaging Department, in accordance with the MRPB Code of Conduct and Professional Standards, the North Canberra Hospital protocols and Radiation Safety Management Plan.

Provide clinical leadership, mentoring, training and supervision for subordinate Radiographers and Radiography students.

Assist with the ongoing evaluation of clinical processes to ensure effective, evidence-based patient care, and be responsible for initiating and planning research projects within the service.

Communicate effectively with all stakeholders to optimise work practices within the Medical Imaging Department. Be responsible for appropriate ongoing professional education and participate in continuous quality improvement of Medical Imaging Services.

Ensure that equipment is used and maintained in a safe manner, and report faults to the service providers and the Deputy Director, Medical Imaging.

Be available for out-of-hours clinical practice, including weekends, evening, on call and night shift.

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

About you**Behavioural Capabilities**

Strong interpersonal skills including but not limited to, communication and social intelligence.

Competent both independently and as a member of a multi-disciplinary team.

Demonstrate autonomy, detail orientation and a proactive approach to problem solving

Position Requirements / Qualifications**Mandatory**

Relevant tertiary qualifications and a minimum of two years' recent experience in Computed Tomography.

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

Hold, or be eligible to hold, an ACT Radiation Licence.

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

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

Desirable

Post-graduate qualifications in Management; Computed Tomography or other relevant area of study

Demonstrated participation or initiation of quality improvement activities

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.

What you require

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

Proven ability to manage and prioritise own clinical caseload, while providing clinical expertise and supervision to staff and students.

Demonstrated ability to provide clinical leadership, evaluate clinical processes and liaise effectively with staff, patients and members of the community to ensure high quality, evidence-based patient care.

Demonstrated high level organisation, communication, and interpersonal skills, including a proven ability to work effectively in a multi-disciplinary team.

Demonstrated contribution to service improvement activities, professional development, quality improvement and/or research activities.

Demonstrated commitment to ongoing professional development; risk management and to the principles of workplace equity, safety and injury prevention.

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.

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: Kristine Lindner N/A Kristine.Lindner@calvary-act.com.au

CHS Chief Executive Officer

CHS Medical Services

Pathology

Technical Officer Level 1 - ACT Pathology

Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 22966 - 02DUR)

Gazetted: 27 September 2023

Closing Date: 4 October 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/>

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

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

The Anatomical Pathology Department routinely operates Monday – Friday. It encompasses Histology, Cytology, Electron Microscopy, Mortuary and Administration (medical secretaries).

The successful applicant under the supervision of the Chief Scientist and Senior Scientist's, will be required to run and maintain laboratory instrumentation, running of quality control materials, temperature monitoring, stock control, maintaining clean work areas and processing patient samples for the Anatomical Pathology laboratory at Canberra Hospital.

There may be a requirement to work out of routine hours, occasional nights, weekends, public holidays, and an on-call component.

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

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

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

Contact Officer: Mark Koina (02) 5124 2871 Mark.koina@act.gov.au

Medical Imaging

MRI Radiographer (M13) - Medical Imaging

Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade), Canberra (PN: 28811 - 02DRQ)

Gazetted: 27 September 2023

Closing Date: 15 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:

Medical Imaging provides state of the art diagnostic imaging, interventional radiology, and nuclear medicine services for patients in Canberra and the Southeast Region of NSW. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

This MRI level 3 Radiographer position will need to perform all aspects of MRI while always observing departmental protocols and MRI Safety. In addition to the provision of excellent patient care, the position contributes to scheduling and throughput of patients, effective utilisation of available resources to support MRI in the Medical Imaging Department, supervision to junior staff and students to ensure high quality clinical service, and timely patient care.

The position is required to support the Medical Imaging Department in the provision of a 24 hour, 7 days a week service. This role may include shift work, overtime and on-call duties outside normal working hours when required.

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.

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

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.

Contact Officer: Sam Wilson 02 51244328 sam.wilson@act.gov.au

CHS Chief Executive Officer

Executive Director of Medical Services

Assistant Director, Client Services, Projects and Innovation

Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 26259 - 02DTB)

Gazetted: 26 September 2023

Closing Date: 9 October 2023

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
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- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

This role focuses on the delivery and innovation of library client services to CHS and ACT Health Directorate (ACTHD) staff and contributes to the ongoing strategic direction of library operations. You will provide leadership and manage the day-to-day operations of the Client Services Team, as well as mentoring and developing team members. You will provide client services, contribute to projects, and develop new skills particularly in the exploitation and implementation of modern technology to deliver client library services.

The position contributes to the success of CHS by informing, with evidence, the current and future provision of library services for clients in line with the strategic, research, learning, education, and teaching priorities of CHS and ACTHD to create exceptional health care together.

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.

Contact Officer: Michelle Woodcroft 5124 2588 Michelle.Woodcroft@act.gov.au

CHS Clinical Services

Surgical Services

Perioperative Registered Nurse Educator

Registered Midwife Level 3.1 \$115,743 - \$120,506, Canberra (PN: 22268 - 02DPO)

Gazetted: 26 September 2023

Closing Date: 13 October 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:

This position will provide annual leave relief to the current Peri-Operative Nurse Educator. It will be intermittent, over a period of 11 months. If you are working towards growing your career and expanding your skillset, this would offer a fantastic platform for you to do so.

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.

The Perioperative Nurse Educator provides high level support to the unit as required and specifically in coordinating, managing, and accessing the effectiveness of and change required to nursing education programs within the Perioperative unit to facilitate the learning needs of nursing staff and operational requirements. This role will lead, supervise, and manage the professional performance of the Clinical Development Nurses (CDN) from the four areas of the Perioperative Unit to ensure a cohesive educational team that promotes and enables evidenced based practice and professional development and safe practice of nursing staff. The Nurse Educator role will work together with the individual unit Clinical Nurse Consultants in timely management of the operational performance of the CDN roles.

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: Kerri Reeves 51243051 kerri.reeves@act.gov.au.

Cardiology

Staff Specialist / Senior Specialist in Cardiology - Electrophysiology

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 57742, several - 02DR6)

Gazetted: 26 September 2023

Closing Date: 25 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.

Up to \$55,000 allowance reimbursement of relocation expenses for permanent and long-term appointments (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](#).

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at ENTERPRISE AGREEMENTS.

Benefits

Generous leave provisions, including up to 4 weeks training/education leave and up to 5 weeks annual leave per annum

Medical Education Expenses allowance reimbursement up to \$19,782 per annum

Access to PBI taxation benefits

Position Overview

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.

The coronary care unit is a 19-bed unit which has over 2000 admissions annually. The cardiology outpatient service provides up to 4,500 episodes of care annually with increasing demand each year. There is a close working relationship with our cardiothoracic surgical unit.

The Interventional Cardiology Service includes two dedicated cardiac catheter laboratories which undertake over 800 coronary interventional procedures and over 1,600 angiography procedures annually. It provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region. A structural heart disease program is being developed. The service also provides simple and complex cardiac device implantation service and follow up. Clinical cardiac electrophysiology services were commenced in April 2019 with complex ablation procedures.

The echocardiography service performs over 4,000 procedures per year. Regular transoesophageal echocardiography service and stress echocardiography is provided, with additional emergency cover. Cardiac CT program commenced in 2017 in collaboration with the Department of Radiology. Cardiac MRI is part of the proposed development plan for the department.

There is a dedicated heart failure clinic coordinated by a Heart Function Advanced Practice Nurse. These clinics provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care or closer to home care program. The Department also provides a nurse led cardiac rehabilitation service supported by cardiologists, with strong engagement from patients and their families.

Construction is underway for a state-of-the-art Heart Care Centre, incorporating Cardiology and Cardiac Surgery services in the Acute Cardiac Care Unit (ACCU) and Interventional Cardiology Laboratory (ICL) as part of the Canberra Hospital Expansion Project (scheduled for completion in 2024).

Duties

1. Provide clinical Electrophysiology (EP) services to clients and participate in the clinics and on-call rosters for the Cardiology service. This may include:

- Management of patients referred to the cardiology outpatient clinics, including timely triaging, consultation, diagnosis, reporting and treatment of cardiac conditions (e.g. medical clinics including arrhythmia clinic, Holter monitoring, Exercise Stress Testing, and implantable device monitoring).
- Participation in on-call rosters.
- EP procedures- including implantation, monitoring and management of basic and complex cardiac implantable electrical devices, EP studies and catheter ablations. Promoting same day procedures when feasible and safe. Providing support for device clinics, and work towards development of remote monitoring clinics, EP nurse-led clinics etc and other innovations as necessary for efficient service delivery.
- Contribute to regional EP service development and delivery. Participation in education for trainees, nurses, and physiologists. Consultative service for referring hospitals as required.
- Contributing to direct cardiology inpatient care, patient consultation requests from other units and timely ward rounds to ensure patient management is safe, optimal and expedited.

2. Assist the Cardiology Unit Directors to ensure appropriate clinical governance mechanisms are in place for the Department.

3. Actively engage in quality and safety activities, service redesign, and model of care development for the Department and the Division.

4. Contribute to regular teaching and training of Cardiology Advanced Trainees and the multidisciplinary clinical team and promote clinical research within the Cardiology Department.

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

For more information please click here to see the [Position Description](#)

Contact Officer: Dr Peter Scott 0251240971 Peter.Scott@act.gov.au

Liaison & Navigation Service

RN2 PCP

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 60994, several - 02DS4)

Gazetted: 26 September 2023

Closing Date: 6 October 2023

Details: What can we offer you:

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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:

Under a Commonwealth initiative to reduce pressure on ACT Emergency Departments (EDs) and public hospitals, an innovative model is being trialled. The Primary Care Pilot is aimed at strengthening partnerships between primary care, community-based care and the public health system to support access and care for patients who frequently attend the ED or are at risk of presentation to the ED or admission to hospital.

The pilot is a collaboration between the ACT Health Directorate, Capital Health Network, General Practitioners (GPs) and Canberra Health Services (CHS).

The CHS Liaison and Navigation Service (LaNS) will assist in the delivery of the pilot, providing liaison, navigation, care coordination and complex case management in partnership with participating GPs, selected non-GP specialist groups and community-based Allied Health teams.

The LaNS is a new service that has been established to improve a consumer's experience and their health outcomes through information sharing, integration of care across primary, secondary, and tertiary services and coordination across health and community services. It focuses on the provision of the right care, at the right time, at the right place by the most appropriate provider in partnership with the consumer and their care supports.

The service is comprised of a multidisciplinary team that assists consumers and their supports to navigate the multiple services involved in their care. The service provides and supports patient centred, integrated, and coordinated care. It works closely with acute and community services, and across health and human services, to reduce the challenges consumers and their supports face when required to access multiple services, to ensure the highest quality of care.

The Care Navigator will take on a key role in the implementation of the Primary Care Pilot, working collaboratively with colleagues, GPs, consumers, and external agencies to maximise the success of the pilot.

The role will work with individual consumers and their care supports to provide support, advocacy, system navigation and connection with appropriate services. It will champion the role of this service and actively advocate and educate colleagues and other services about the needs of consumers for navigational support.

The Care Navigator will attend case conferences with participating general practice representative(s) and, where possible, the consumer and their care supports. The LaNS team will work with the practice to provide supplementary care planning, navigation, timely access and liaison support across ACT and regional services. The LaNS team will work with the individual and nominated GP to develop a comprehensive care plan to assist the person to stay well in the community and avoid ED presentation and/or hospital admission.

This unique role is an opportunity to build relationships with individual consumers and their supports, with GPs, and with diverse acute and community services, to anticipate and reduce the challenges that people with complex health needs, and their supports, can face. It is an opportunity to ensure the highest quality of care, information and support is provided when consumers and their supports need it, to optimise their health and wellbeing and assist them to navigate the complexities of their care.

The role will be a point of coordination with GPs and other external health and human services, and work with CHS services and current specialty care coordinators to support consumers and improve the formal networks and pathways for information sharing, coordination, and ED avoidance.

The position will actively participate in the development of the clinical scope of the role with the intention to undertake practical clinical support and interventions to reduce the need for ED presentations, and to work directly with outpatient and community services to minimise the need for acute care presentation.

As a member of the LaNS you will remain committed to, and focused on:

Placing people with complex health needs, and their families, at the centre of their own care,

Involving the person and their supports in care planning,

Anticipating and removing barriers to care,

Assisting consumers and their supports to make durable connections to the services and supports they need,

Helping to solve problems, coordinate clinical care, and improve the flow of information between the care team and the consumer and their supports,

Listening to consumers and their supports and acknowledging that they are experts in their own health.

As a key part of the Primary Care Pilot, you will remain committed to the above, with a particular focus on maintaining strong relationships with participating GPs in support of consumers. In addition, you will work to achieve the aims of the pilot, contribute to pilot progress reviews, make suggestions, implement adaptations, and participate in evaluation 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.

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

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

Contact Officer: Phyo Courtis (02) 5124 5030 phyo.courtis@act.gov.au

Medicine

Clinical Services

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 60297 - 02DU9)

Gazetted: 25 September 2023

Closing Date: 10 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.

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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 core priorities of this position are to work in an outpatient program supporting patients who require support on discharge from hospital and managed safely in the community by telehealth. The primary aim is assisting in collaborating with the inpatient teams to transfer care of the patient to the community, in supporting the patient in a home environment by telehealth. The roster will include pattern of working morning shifts, across a range of 7 days Monday to Sunday.

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 & vaccination processes against specified infectious diseases.

Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA).

Contact Officer: Leanne Pollard (02) 5124 5164 leanne.j.pollard@act.gov.au

CHS Chief Executive Officer

CHS Allied Health

Acute Allied Health Services

Acute Allied Health Physiotherapy

Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 20104 - 02DUC)

Gazetted: 26 September 2023

Closing Date: 9 October 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:

Acute Allied Health Services (AAHS) provide services to a range of clients in the acute inpatient setting and specialised outpatient services at Canberra Hospital. Under general direction you will be required to provide administrative support within AAHS Physiotherapy Department based at Canberra Hospital. You will be responsible for booking and scheduling client appointments, referral management, data entry, banking and invoicing, and general administration tasks to support the AAHS Physiotherapy service and manager.

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.

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

Contact Officer: Jane Hermolin (02) 5124-2670 Jane.Hermolin@act.gov.au

Chief Operating Officer

Flow and Co-Ordination Hub

Afterhours Administrative Service Officer 3

Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 57007 - 02DR7)

Gazetted: 25 September 2023

Closing Date: 9 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.

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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 After hours Administrative Officer (AHASO) will provide administrative and clerical support to the After-Hours Hospital Manager. The AHASO will provide timely and accurate administrative/transactional services for members of the healthcare team, under the direction of the After-Hours Hospital Manager to facilitate smooth operations of the service.

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: Danielle Mackay (02) 5124 2621 danielle.mackay@act.gov.au

Women, Youth and Children's Health

Women, Youth and Children Community Health Programs

Counsellor (Social worker/Psychologists/Counsellor)

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 16370 - 02D6Z)

Gazetted: 25 September 2023

Closing Date: 9 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.

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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:

This is a rewarding position suited for skilled health professionals who enjoy therapeutic roles. The successful applicant will enjoy a varied role and join a vibrant, empathic and well-supported service that is committed to staff wellbeing, and the delivery of high quality, trauma-informed and holistic care with an understanding of delivering services to women from a feminist perspective.

If you enjoy providing counselling to women, and individuals who align with this group, we would like to hear from you and you will be well-supported. Please address the selection criteria according to your therapeutic work with women. Therapeutic experience with children and families is not required for this role.

This is a rewarding and exciting position within a vibrant service that is suitable for a dynamic, flexible, and skilled Health Professional who is committed to the delivery of high quality, trauma informed and holistic 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.

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

Contact Officer: Nikki Goddard (02) 5124 1787 Nikki.goddard@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services**Alcohol & Drug Program****Case Worker/Intake Worker/Report Writing (ASO6) - Alcohol and Drug Services****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 28456 - 02DMI)**

Gazetted: 25 September 2023

Closing Date: 28 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.

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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 Alcohol and Drug Services is a part of the division of Mental Health, Justice Health, and Alcohol & Drug Services (MHJHADS), which is contemporary, evidence-based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate 7 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service, Drug Alcohol Sentencing List and Counselling and Treatment Services.

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

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

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

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

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.

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

Contact Officer: Paul Davies (02) 5124 1181 paul.t.davies@act.gov.au

Endocrinology Unit**Office Manager/PA (ASO4) - Endocrinology Unit****Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 21546 - 02DPI)**

Gazetted: 25 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.

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

About the Role:

Endocrinology is the study of hormone-producing (endocrine) glands and the diagnosis and treatment of endocrine disorders, including diabetes. Canberra Health Services Diabetes Service is an interdisciplinary team comprising medical, nursing, and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community-based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1, and Type 2 diabetes.

This position reports directly to the Unit Directors of the Diabetes and Endocrinology and the Administration Manager for the Division of Medicine.

This position will provide high level administrative and IT support to the Unit Directors and senior leadership team within diabetes and endocrinology. You will also be responsible for supporting divisional data, operational and policy requirements. You will organise and maintain appointment meetings for the Unit Directors, draft and prepare minor correspondence as necessary, arrange meetings, and provide secretariat for meetings, financial and basic HR support to the Unit Directors. This includes preparation of priority patient correspondence. You will assist with minor research and project tasks as required. Initiative, the ability to work under limited supervision and adapt to change is essential.

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

<https://www.canberrahealthservices.act.gov.au/careers/position-descriptions/office-managerpa-diabetes-and-endocrinology-service-02dpi>

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: Stuart Couper 51245311 stuart.couper@act.gov.au

CHS Medical Services

Pathology

Senior Phlebotomist

Technical Officer Level 2 \$67,760 - \$77,593, Canberra (PN: 48390 - 02DSA)

Gazetted: 25 September 2023

Closing Date: 13 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:

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

Customer Services, ACT Pathology is primarily the liaison between patient, clinician, and laboratory. Customer Services is responsible for the collection of pathology samples from patients within the Canberra Hospital, Calvary Public Hospital Bruce, National Capital Private Hospital, outpatient collection centres within the community and a home collection service for those that are too frail to attend an outpatient room.

Under direction of the Customer Services Manager and the Senior Supervisor of Pathology Collections you will be responsible for the day-to-day operations of a collection centre ensuring adequate stock to meet demands, liaison role with external stakeholders and exceptional customer service to the clients of pathology.

You will be required to work in any of the centre's operated by ACT Pathology across Canberra as directed by the Collections Senior Supervisor and may include afterhours or weekend work with on-call 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.

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

Supply certified copies of qualifications.

Contact Officer: Louise Hyndes (02) 5124 2932 Louise.N.Hyndes@act.gov.au

Occupational Therapy

Senior Occupational Therapist (Neurology)

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: LP6661 - 02DTG)

Gazetted: 25 September 2023

Closing Date: 17 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.

About the Role:

To work as a member of the Occupational Therapy Department within a broader multi-disciplinary team, providing the clinical expertise and leadership capability needed to develop a high functioning team consistently capable of delivering high quality, evidence based care to all patients admitted to North Canberra Hospital (NCH) with a primary neurological diagnosis. To achieve the above objective this position will lead and clinically supervise a 3-4 person specialised sub-unit (including one Allied Health Assistant) within the Occupational Therapy department dedicated to providing expert level care to patients admitted with a primary neurological condition at NCH. This position carries a clinical caseload for approximately 75% of each week, primarily targeted towards management of complex neurological cases at NCH. The position is expected to assist with general medical caseload from time to time under the supervision of the Director of Occupational Therapy during periods of short staffing.

Under limited direction of the Director of Occupational Therapy you will perform Occupational Therapy assessment and treatments. You will:

- Work within a multi-disciplinary team environment in a manner that is consistent with contemporary best practice standards to provide specialist Occupational Therapy assessment and treatment for a high acuity inpatient neurological caseload.

- Actively participate in the Occupational Therapy department's annual student fieldwork placement program, with this position personally supervising at least 2 student placements per year in entirety, and role modelling high quality student supervision to the other staff that this position clinically supervises. Also includes championing and supporting future student placements accepted by any of the 3-4 supervisees of this position.
- Provide education and support to clinical staff from all disciplines in relation to best practice Occupational Therapy Standards with a predominantly inpatient neurological caseload.
- Actively participate in quality improvement projects and management activities that align with the North Canberra Hospital (NCH) Occupational Therapy & Allied Health Division Business Plans.
- Contribute to clinical governance processes across the organisation as appropriate. E.g. Management of clinical issues via participation/communication within preventable harm committees and NHQHS framework.
- Identify and address opportunities for professional development - at both department and individual clinician level - that are required to advance the quality of the clinical care provided by the Occupational Therapy department at North Canberra Hospital (NCH).
- Engage collaboratively with key stakeholders both in and outside NCH to improve Occupational Therapy service delivery at NCH.
- Be accountable for ensuring risks are managed appropriately through action plans and incident reporting systems. Assist with the establishment & maintenance of the Occupational Therapy
- Department's risk profile; developing risk management action plans; monitoring; evaluation and reporting of outcomes.
- Perform any other reasonable direction provided by the Departmental Manager.
- Adhere to safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of being reliable, progressive, respectful and kind.

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

What you require

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

- Demonstrated best practice clinical Occupational Therapy assessment and treatment skills when working with a neurological caseload of high acuity.
- Demonstrated ability to research clinical issues, analyse data and evaluate outcomes in order to formulate innovative recommendations that continually improve the quality of Occupational • Therapy service delivery at an operational level.
- Highly developed operational management skills, including proven team building capability and effective stewardship of clinical resources.
- A sound understanding of and commitment to Canberra Health Service's organisational values, and an ability to apply these values practically in a clinical setting.
- Demonstrated effective clinical supervision skills when working with the following cohorts:
 - a. Junior or new graduate Occupational Therapists
 - b. Allied Health Assistants
 - c. Occupational Therapy Students

Mandatory

- Current registration with the Occupational Therapy Board of Australia via AHPRA.
- Full unconditional Australian Driver's licence, or recognised international equivalent.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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

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

Contact Officer: Michael Malcomess 0429 037 715 Michael.Malcomess@calvary-act.com.au

Deputy Director-General, Hospital Projects
Temporary Vacancy (up to nine months)
Canberra Health Services
Chief Executive Officer

Position: E1307**(Remuneration equivalent to Executive Level 3.3)**

Circulated to: #ACTPS Senior Executive List

Date circulated: 22 September 2023

The Deputy Director-General is responsible for the conduct of transformative projects under the direction of the CEO, including but not limited to the acquisition of Calvary Public Hospital Bruce, the transition of North Canberra Hospital into CHS, and development and implementation of foundational structures and processes to support safe, efficient and effective health service provision.

The Northside Hospital Transition team is leading the transition of services at North Canberra Hospital. The team has members of both Canberra Health Services (CHS) and ACT Health Directorate. The DDG is leading the team to focus on the transition of systems, processes, people and operations to CHS and the ACT Government environment.

CHS is seeking an experienced executive with significant experience in delivering complex health service operations and/or projects for opportunities up to nine months.

Remuneration: The position attracts a remuneration package ranging from \$409,269 - \$425,685 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$364,815.

To apply: Interested candidates are requested to submit an application outlining relevant skills and experience against the executive capabilities in one page, as well as a current curriculum vitae and the name and contact details of two referees to Dave Pepper via email, dave.peffer@act.gov.au by COB Friday 29 September 2023.

Contact Officer: Dave Pepper 0251244700 Dave.peffer@act.gov.au

Executive Branch Manager, Financial Controller**Temporary Vacancy (up to nine months)****Canberra Health Services****Chief Executive****Position: E1306****(Remuneration equivalent to Executive Level 1.2)**

Circulated to: #ACTPS Senior Executive List

Date circulated: 22 September 2023

The Northside Hospital Transition team is leading the transition of services at North Canberra Hospital. The team has members of both Canberra Health Services (CHS) and ACT Health Directorate. The CHS Service Continuity team focuses on the transition of systems, processes, people and operations to CHS and the ACT Government environment.

CHS is seeking an experienced Financial Controller to work in the Transition Team for a period of up to nine months.

Reporting to the Deputy Director-General, Hospital Projects, the Executive Branch Manager, Financial Controller is responsible and accountable for management of the financial aspects of the transition project. The EBM will develop, implement and monitor the transition of financial accounting and related systems to achieve project objectives and will work closely with the Chief Finance Officer, CHS and the Corporate and Finance Executive at North Canberra Hospital.

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.

To apply: Interested candidates are requested to submit an application outlining relevant skills and experience against the executive capabilities in one page, as well as a current curriculum vitae and the name and contact details of two referees to Cathie O'Neill via email Cathie.O'Neill@act.gov.au by COB Thursday 28 September 2023.

Contact Officer: Cathie O'Neill 0400 101 051 Cathie.O'Neill@act.gov.au

Rehabilitation, Aged and Community Services**Inpatient Nursing****Geriatric and Rehabilitation Services****Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 41899, Several - 02DRE)**

Gazetted: 25 September 2023

Closing Date: 6 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:

Are you a Registered Nurse looking for an exciting opportunity in rehabilitative, sub-acute and acute aged care? Look no further! The Division of Rehabilitation, Aged and Community Services is calling all passionate nurses to join our team at Canberra Health Services.

Experience the thrill of making a difference in elderly patients' lives within acute and sub-acute care settings. We welcome Registered Nurses who are eager to transition to the hospital setting to apply - we'll provide comprehensive education, training and support to help you excel!

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah.

There are several temporary full-time positions available.

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 & vaccination processes against specified infectious diseases.

Contact Officer: Melodie Raisin (02) 5124 0236 Melodie.Raisin@act.gov.au

Infrastructure and Health Support Services Recurrent

Facilities Management

Strategic Asset Manager

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 23481 - 02DOO)

Gazetted: 25 September 2023

Closing Date: 6 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.

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What can we offer you:

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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:

Infrastructure and Health Support Services, a division of Canberra Health Services, are responsible for:

Capital project delivery.

Facilities Management.

Domestic and Environmental Services.

Food Services.

Sterilising Services.

Security Services,

Fleet Management.

The Facilities Management (FM) Branch are a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, safety and risk management, utilities management, and contracts and leasing for the Canberra Health Services property portfolio. FM is committed to attracting and retaining people with the right skills, knowledge, and behaviours to ensure we can deliver on our vision and mission.

We support the ongoing education and development of all our people. Our goal is to develop our people to continue to have the right skills to help us meet our vision and deliver on our strategic objectives. We believe in supporting each team member to grow their skills and knowledge that they share with their team and the broader community that makes up the CHS Portfolio.

The Strategic Asset Manager will be responsible for developing, implementing, and managing a strategic approach to the CHS asset portfolio. The Strategic Asset Manager will provide a strategic support across several operational procedures, systems, and processes.

It is expected that the successful applicant will have senior management experience and be competent in working with multiple Directors and Senior Managers across a Branch to ensure Governance is well established and embedded in the culture of the branch.

The Strategic Asset Manager will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a team.

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.

Contact Officer: John Kilday (02) 5124 8033 John.kilday@act.gov.au

Clinical Services**Mental Health, Justice Health and Alcohol and Drug Services****Director of Allied Health****Psychologist (HP 3) - Secure Mental Health Unit - MHJHADS**

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

Gazetted: 27 September 2023

Closing Date: 12 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: Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol & Drug Services

Justice Health Services

Child & Adolescent Mental Health Services (CAMHS)

Rehabilitation and Specialty Mental Health Services

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

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

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

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

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

Both units are managed by MHJHADS Division.

At this level it is expected that you will be able to provide high quality psychological assessments and interventions to complex mental health consumers. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to students and staff at Health Professional Level 1&2 and support the Allied Health Manager in service development processes

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

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

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.

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.

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

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.

Contact Officer: Charmaine Nicoll (02) 5124 1768 charmaine.nicoll@act.gov.au

Rehabilitation, Aged and Community Services**Community Health Centres****Community Health Centres Administration Officer****Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 20033 - 02DRC)**

Gazetted: 26 September 2023

Closing Date: 9 October 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:

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

There are seven Community Health Centres as part of Canberra Health Services. These health centres are located at Belconnen, Gungahlin, Dickson, City, Phillip, Weston, and Tuggeranong. Five of these health centres have Walk-In Centres co located with them.

Administration Officers provide support with receptionist duties including telephone and front reception enquiries, arriving consumers, records management, and administrative support to the clinical services within the Community Health Centres. Administration Officers are expected to work across all the health centres and be part of a rotation roster for the Health Centres. Staff are supported by a Health Centre Coordinator and more broadly an Administration Manager.

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.

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

Contact Officer: Rachael Boyle (02) 5124-1477 rachael.boyle@act.gov.au

Canberra Institute of Technology

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

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

Education and Training Services**CIT Health, Community & Science****CIT Health, Community and Science Management****Senior Project Officer****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 61359)**

Gazetted: 27 September 2023

Closing Date: 4 October 2023

Details: CIT Health, Community and Science College plays a pivotal role in delivering education, and community engagement in diverse sectors. With a comprehensive portfolio, the college requires a dedicated SOGC to navigate complex regulatory requirements, compliance standards, and project management demands.

This role will contribute to the smooth operation of the college's administrative processes by providing essential assistance to departments during peak workloads, support data provision for decision-making, and provide secretariat duties, including minute taking and scheduling of meetings. The role will also entail coordinating administrative staff across the college, including assist with training, mentoring, and inducting new staff members, as well as managing and strengthening the College Administrative Support Network (CASN).

The Position:

The Project Officer for the Health, Community, and Science College will support the Director of the Health, Community, and Science College in meeting the Health, Community, and Science College's priority objectives to achieve CIT's Strategic Plan: CIT Futures 2025 goals. Under limited direction and working collaboratively with colleagues across the Health, Community, and Science College and CIT, the responsibilities of the Project Officer for the Health, Community, and Science College include, but are not limited to:

Responsibilities:

Provide high level coordination and support to the Director in areas of procurement, HR, strategic business planning and risk management.

Support the Director to deliver priority business improvement projects.

Provide and coordinate professional, timely and appropriate advice, guidance and support to the Director and the Heads of Departments to ensure business requirements are met for the Health, Community and Science College.

Support staff in the management of procurement requirements.

Anticipate and analyse issues and identify solutions on a range of matters to support the effective operations of the Health, Community and Science College.

Lead the business improvement and the standardisation of administrative practice, policies, and procedures across the college.

Lead and manage college activities and deliverables, including Ministerial briefs, complaints and Freedom of Information requests.

This position may involve direct supervision of staff.

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

Eligibility/Other requirements:**PERSONAL AND BEHAVIOURAL CHARACTERISTICS**

Demonstrated ability to model the CIT cultural traits and ACT Public Service values and signature behaviours, knowledge of and the ability to work in accordance with, and implement agreed CIT policy and principles, respect, equity, and diversity (RED), work health and safety (WHS) and workplace participation.

REQUIREMENTS/QUALIFICATIONS OR HIGHLY DESIRABLE

Experience in an Executive Office and/or in the Australian or ACT Public Service is highly desirable

Experience in the use of HP TRIM and Microsoft SharePoint is desirable

AQF 5 (Diploma) or above qualification in Education, Business, Project Management, Government, or associated field Highly desirable

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

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: Sam Mills (02) 6207 3251 Sam.Mills@cit.edu.au

CIT Education and Training Services**CIT Yurauna****CIT Yurauna****Student Support and Administration****Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 45636)**

Gazetted: 26 September 2023

Closing Date: 3 October 2023

Details: Experience the Difference, Make the Difference at Canberra Institute of Technology (CIT) Yurauna. Are you qualified and experienced in your vocation? Are you interested in working with people to support them to make their dreams a reality? If you can empower others, have strong work ethics, administration skills as well as experience working with Aboriginal and Torres Strait Islander people, then you may be the person for this role. At CIT Yurauna we are privileged to work with students to support them to overcome barriers to complete their courses and to gain qualifications for employment outcomes.

Eligibility/Other requirements:

Mandatory qualifications and/or registrations/licencing

Current Drivers Licence

Working with Vulnerable People Registration

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

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

How to apply: Interested applicants to provide a one-page pitch outlining relevant skills and experience while addressing the selection criteria. Describe how you believe you can contribute to CIT's strategic objectives and the roles and responsibilities of the position. Pitch must be submitted together with a current curriculum vitae and Confirmation of Aboriginality and/or Torres Strait Islander. The relevant skills and details of the role can be found in the attached position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Marianne Pinnington (02) 6207 6741 MARIANNE.PINNINGTON@cit.edu.au

Education and Training Services**CIT Trades Skills****CIT Electrical Trades****Electrical Trades Teacher – Refrigeration Air Conditioning****Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 60900)**

Gazetted: 25 September 2023

Closing Date: 16 October 2023

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

WHATS THE POSITION?

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

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

We have a variety of options available from permanent full time or part-time, casual to temporary contracts of 12 months+ with possibility of permanency available to get a taste for what teaching is all about.

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

WHAT DO I NEED?

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

Possession of relevant formal trade qualifications; and

Demonstrate a broad range of current industry skills and experience.

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

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

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

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

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

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

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

Mandatory Licensing

Appropriate Industry competencies demonstrated by the following qualifications:

Certificate III in Refrigeration & Air Conditioning - or equivalent

Possess or able to obtain

ARCTick - Refrigerant handling licence

Full or restricted (Disconnect or Re-connect) electrical licence

Industry Experience

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

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

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

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

How to apply: Please submit no more than three pages responding to the selection criteria located in the Position Description. Also, provide a current curriculum vitae along with details of two referees, their contact details and their position relevant to you. If you have an occupational licence or other relevant qualifications, please attach a photo of them.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathryn Druce (02) 6207 4345 Kathryn.Druce@cit.edu.au

Education and Training**Technology and Design****Cyber Security****Administrative Officer****Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 19000)**

Gazetted: 21 September 2023

Closing Date: 5 October 2023

Details: The Canberra Institute of Technology (CIT) Cyber Security Department is seeking a highly motivated and professional individual to provide a wide range of high level administrative support to staff, students, and external stakeholders. Duties will include preparing reports, preparing briefs, correspondence, scheduling, compliance reporting, promoting programs, pastoral care, and special projects.

The successful candidate will need to work as a team member and autonomously to support and promote the department/college priorities. The ability to exercise judgement and to interpret guidelines and procedures to resolve issues, inquiries and work tasks is essential.

Our ideal candidate will be an effective communicator, have good digital and organisational skills and experience using CIT management systems or equivalent.

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:

Essential:

Certificate IV in Business Administration or higher

3 years experience in an associated field

Desirable:

Experience using Word, Excel, PowerPoint, Outlook, Trim, CRM, Banner, Teams, and Webex

Note: This is a temporary position available from 11 November 2023 to 10 September 2025 with possibility of extension and/or permanency.

How to Apply: To be considered for this position you must provide:

A **written response to the Selection Criteria** outlined in the attached Position Description

A current curriculum vitae

the contact details of two referees (please ensure you have advised them you have applied for this position)

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: Andrew Colquhoun (02) 6207 9934 Andrew.Colquhoun@cit.edu.au

Strategic Finance and Transformation

Finance Business Partners

Finance Business Partner

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 14420)

Gazetted: 22 September 2023

Closing Date: 6 October 2023

Details: CIT is looking to engage a suitably qualified and experienced business professional to join the Finance team in delivering key business services for Colleges and Divisions in the provision of vocational education and training (VET) services.

To be successful in the Finance Business Partner (FBP) role, candidates must be able to demonstrate a high level of business acumen and technical competency in finance, accounting and business management generally. The position is one of four in the Finance Business Partners team where collaboration, innovation and client service are the cornerstones to delivering optimal client outcomes. The ability to communicate clearly and concisely in all forms with internal and external stakeholders is essential to be effective in the role. From the technical perspective, prior experience in a management accounting role is essential alongside demonstrable accrual accounting experience.

In addition to undertaking the various financial and management accounting tasks, a key function is to collect, analyse and report on a range of data to be used for internal and external reporting, costing, budgeting, forecasting and to inform internal decision making. Liaison with other areas within and external to the CIT Corporate Services Division is an ongoing requirement of the role. There will be the occasional requirement to provide direct technical and administrative support to other areas in peak times (e.g., for financial reporting).

A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration. High level competency in utilising financial systems and the Microsoft Office suite is essential.

CIT supports workforce diversity and is committed to creating an inclusive workplace. As a part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disabilities and those who identify as LGBTQI are encouraged to apply.

Eligibility/Other requirements:

A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration. High level competency in utilising financial systems and the Microsoft Office suite is essential.

Relevant post-secondary qualifications in accounting, commerce or business are highly desirable.

Membership (or progress towards membership) of a peak accounting body (e.g., CPA, IPA, ICAA) will be highly regarded.

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

How to Apply: Please provide a written application of no more than 1000 words addressing the selection criteria outlined in the Position Description demonstrating with examples, your suitability to the role. Please provide with the application, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Wallace (02) 6207 3192 Joanne.Wallace@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

Access Canberra

Construction Utilities Environment Protection Division

Strategic Business Coordination

Strategic Operational Policy Officer**Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 58877)**

Gazetted: 26 September 2023

Closing Date: 10 October 2023

Details: Do you consider yourself a good juggler of priorities? Are you a good communicator? Do you like making the Territory a better place to live for all? This job could be for you.

The Construction, Utilities and Environment Protection Branch within Access Canberra is looking for a self-motivated person to work in the Strategic Business Coordination team. The team works collaboratively as a coordination point between the operational teams across the branch, ACT Government directorates and the Executive Branch Manager to deliver high quality written material. The working environment is varied and fast paced, and the team works flexibly to deliver on priorities with a focus on improving the quality of building in the ACT.

We are looking for a fun, positive person with sound skills in managing competing priorities, a flexible approach to work and a strong focus on delivering outcomes.

A large part of your role includes drafting a large amount of Ministerial and Government business responses often at short notice and with a quick turnaround. This requires you to be efficient, succinct and have excellent writing skills. Solid skills in customer service would be advantageous.

You will assist with reviewing and implementing ACT Government operational policy, programs, and legislative amendments. You will need to collaborate with various business units within the branch and across ACT Government, seeking out areas for improvement or change, and researching other jurisdictions' policy positions on various matters. Your knowledge of the regulatory and policy work will help you make recommendations for improvement.

You will also need excellent attention to detail and the ability to work to tight timeframe to coordinate the Branch's input into key corporate reports and information requests.

If you are a good team player and share our enthusiasm in improving the building industry, please 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.

Notes: This is a temporary position available immediately until 15 December 2023 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: Applications will be assessed against the Selection Criteria of the Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. To apply please send us your two page pitch detailing your experience and qualifications and how they make you the best person for this role, your current curriculum vitae and contact details of at least two referees. If you wish to find out more about the position, please call the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Radmila Andric (02) 6207 4988 Radmila.Andric@act.gov.au

Chief Minister, Treasury & Economic Development Directorate CMTEDD | ACT Government**Major Programs Branch****Digital, Data and Technology Solutions , Payroll Capability & HR Management Program****Assistant Director, Business Transformation and Change****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 39127)**

Gazetted: 21 September 2023

Closing Date: 5 October 2023

Details: The Assistant Director, Business Transformation and Change under direction is responsible for the delivering the outcomes of the change management strategy. The position requires a communication and change management professional with experienced in business transformation programs. With additional experience in building capability uplift, an awareness of training principles and a knowledge of training resources with a Train the Trainer Accreditation.

Lead the change for all stakeholders across the ACT public system to ensure effective program delivery that is aligned with the business case and determined benefits. Lead stakeholder engagement with a focus on benefits management and realisation.

Extensive experience in the development and implementation of targeted communications for transformation programs, to achieve benefits realisation. Excellent written and oral communication skills and demonstrated experience in the development of a range of change and communication materials and business documentation including reports, briefs, and plans.

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: Change management experience in a technology implementation program.

Undergraduate or postgraduate qualifications in change management or communications is highly regarded. This role requires you to obtain and maintain an Australian Government Baseline security clearance, which will be sponsored by CMTEDD. To be eligible for a 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.

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

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: Wendy Leegel 0412647675 Wendy.Leegel@act.gov.au

Access Canberra

Licensing and Registrations

Public Transport and Audit

Driver Licence Examiner and Auditor

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 21215, several)

Gazetted: 21 September 2023

Closing Date: 5 October 2023

Details: If you are passionate about road safety and like to balance your work between the office and the field, we want you! Access Canberra is looking for motivated and organised people who are skilled in assessing and auditing within a regulatory environment. This is an exciting opportunity to join the Transport Solutions team as a Driver Licence Examiner and Auditor.

In this role you will conduct driving assessments for learner drivers graduating to a provisional licence or for those transferring their licence from another state or country to the ACT; and conduct audits of the Accredited Driving Instructors, Heavy Vehicle Assessors and Motorcycle Assessors in the ACT. You will also be required to perform administrative duties, including assessing and issuing accreditations, presenting a training course for new driving instructors, and providing advice and assistance to our 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: To be successful in this role, you will need to be prepared to work on a rostered duties rotation, that includes working from both Tuggeranong and Gungahlin offices, field work and some out-of-hours work.

You will also need:

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 current Australian C class driver licence or higher with no convictions for a disqualifying offence.

If you are selected as a suitable candidate, undertake a pre-employment 'Commercial Drivers Health Assessment' to demonstrate fitness to drive before you will be offered a position. This position will require a medical review every five years, or as required if your medical status changes.

Active participation in Access Canberra's Health Monitoring Scheme which follows the guidelines outlined in the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*.

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 established based on application and referee reports only.

How to Apply: Provide a maximum two-page pitch explaining why you are the best person for this role and demonstrating how you meet the Skills, Knowledge and Behavioural Capabilities outlined in the Position Description along with your curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Francois Patron (02) 6207 7172 Francois.Patron@act.gov.au

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

Budget, Procurement, Investment and Finance (BPIF)

Shared Services Finance Operations

Debt Management

Debt Management Officer

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 42079)

Gazetted: 21 September 2023

Closing Date: 5 October 2023

Details: Applications are sought for an experienced, highly motivated individual for the role of Debt Management Officer. The role will contribute to ensuring efficient, timely collection of territory owed debt. The role requires good judgment, well developed interpersonal and time management skills and the ability to exercise sound judgement, flexibility, tact and discretion.

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: Previous experience in a debt management / recovery, contact centre role would be highly regarded.

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

How to Apply: Candidates are requested to review the duties outlined in the Position Description and submit an Expression of Interest (one page maximum), highlighting their skills in the areas of: Experience in conflict resolution in a debt recovery function along with a curriculum vitae to the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Miller (02) 6207 8119 Robert.Miller@act.gov.au

Recruitment and Information Services

Recruitment Officer

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: P08272, several)

Gazetted: 21 September 2023

Closing Date: 28 September 2023

Details: The Recruitment and Information Services team are seeking applications from highly motivated, customer focused individuals who would relish the opportunity to deliver recruitment services across the ACT Public Service (ACTPS). We are a fast paced and high-volume area, often the first point of contact for people looking to work with the ACTPS which places us on the front line for attracting great people to the service.

The Recruitment Officer is responsible for:

Providing advice to directorate customers regarding recruitment matters, including procedures and policies/legislation;

Review and process recruitment requests;

Recruitment related administration; and

Relationship management of directorate customers and their employees.

What we are looking for are people who have:

Demonstrated experience in a customer focused and/or administrative position;

Demonstrated resilience in working within a fast-paced environment with competing priorities;

Excellent administration skills;

Agility in learning and using a variety of business applications;

Excelled in the workplace and established a great reputation for being great at what you do; and

Attention to detail.

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: Vacancies are available on a temporary basis for periods of five months with the possibility of extension up to 12 months. Vacancies which exceed 12 months will be subject to union consultation. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are to provide a current curriculum vitae, noting that we are interested to see the roles and responsibilities you have held and how it fits with what we are looking for as outlined above. Additionally you are to submit a maximum two-page response, including examples, demonstrating your suitability against the Professional, Technical Skills and Knowledge requirements for this role. *Selection may be based on application and referee report only.*

Applications should be submitted via the apply now button below.

Contact Officer: Nici Oke (02)6207 5993 nici.oke@act.gov.au

Office of Industrial Relations and Workforce Strategy (OIRWS)/ Property and Government Insourcing Group ACT Property Group

Integrated Facilities Management Team

Carpenter (Trades)

Building Trade \$78,676 - \$83,109 , Canberra (PN: 29333)

Gazetted: 27 September 2023

Closing Date: 11 October 2023

Details: Are you a qualified and experienced Carpenter looking for a new role? The ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. We are looking for someone to manage and deliver maintenance carpentry services to a high standard on ACT Government buildings. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other requirements: This position requires:

- Professional/Trade qualifications in the named trade speciality - Certificate III in Carpentry
- Hold or have the capacity to obtain White Card, Asbestos Awareness and Working with Asbestos Cards and any relevant Certificates such as gas fitting, TMV and Backflow prevention, working at heights, confined space, forklift, Silica Awareness, Working with Vulnerable People
- Hold or have the capacity to obtain Working with Vulnerable People card

- A current driver's licence (car)

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

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

Please submit the following:

- A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:
- Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.
- Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.
- Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.
- A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and
- Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cassandra Keppell (02) 6205 9876 actpgcorporate@act.gov.au

Office of Industrial Relations and Workforce Strategy

Shared Services Payroll, HR Systems Branch & HR Service Desk Branch

HR Service Desk

Senior Customer Service Agent

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 05406)

Gazetted: 22 September 2023

Closing Date: 6 October 2023

Details: Are you looking for that next step in your customer service career?

Here at the Shared Services HR Service Desk we provide 1st level support for all ACT Government staff on general human resource related matters. We are a call centre environment interacting with customers via phone, live chat, and email, transferring matters to the experts where required.

As a Senior Customer Service Agent, you are primarily responsible for monitoring call, chat, and email volumes and providing operational support to staff. When volumes rise, the Senior Customer Service Agent will support by taking calls and working with the leadership team on any further actions to reduce wait times.

Where practicable, you will support the leadership team in inducting new staff, facilitating ongoing development for existing staff and actively promoting a culture of continuous improvement.

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

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

Notes: This is a temporary position available immediately for a period of 14 months (Maternity Leave coverage) with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to apply: Ensure you attach your selection criteria responses, which can be either a pitch style or question/answer submission, as well as a curriculum vitae with contact details for at least two referees. Please keep your selection criteria response to a maximum of three pages.

Applications should be submitted via the Apply Now button below.

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

**Communications and Engagement
Content, Governance and Protocol
Content**

Senior Content Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 35880)

Gazetted: 21 September 2023

Closing Date: 12 October 2023

Details: Are you a wordsmith with a knack for digital storytelling? Do you know what it takes to produce engaging, quality content? Love picking apart data and audience insights? If so, we've got the perfect opportunity for you! The Our Canberra team is looking for an expert communicator with a passion for developing engaging, creative content.

What will you do?

Create engaging written and photographic content for whole-of-government communication channels – primarily the Our Canberra e-newsletter and website.

Keep your finger on the pulse to identify web and e-newsletter story ideas from across the ACT Government.

Collaborate with stakeholders – both internally across the ACT government and externally as required – to source, design, edit and approve content.

Bring an audience-first lens to your work to produce content informed by research, insights and evaluation.

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 CMTEED from some of our staff.

Eligibility/Other requirements:

Relevant tertiary education qualifications such as in Communications, Journalism, Media Studies and/or Public Relations is desirable.

A current driver's license is desirable.

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

How to Apply: Please provide a one-page pitch outlining your relevant Skills, Experience, and Knowledge and how these relate to the selection criterion.

Your application should include a current curriculum vitae, along with the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Naomi Fallon (02) 6205 7334 Naomi.Fallon@act.gov.au

**Executive Branch Manager Secure Local Jobs Code Branch
Temporary Vacancy (ASAP for 3 months)
Chief Minister, Treasury and Economic Development Directorate
Office of Industrial Relations and Workforce Strategy
Position: E1215**

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Band 1 Executive List, ACTPS SOGA, MPC Infrastructure Managers

Date circulated: 26 September 2023

The Office of Industrial Relations and Workforce Strategy is seeking expressions of interest to temporarily fill the role of Executive Branch Manager, Secure Local Jobs Code Branch for 3 months.

As Executive Branch Manager you will lead the Branch which:

- administers the Secure Local Jobs Code and the legislative obligations conferred on Territory entities, Code Certified entities, and approved auditors
- conducts regulatory assessments and evaluations to support procurement activities
- assesses Labour Relations, Training and Workforce Equity plans
- makes decisions regarding applications for Secure Local Jobs Code Certificates
- appoints and trains approved auditors
- investigates complaints and alleged non-compliance with the Code

- acts on the outcomes of compliance investigations, including imposing sanctions
- grants exemptions to the Code
- provides tailored education and awareness activities to support compliance with the Code, and
- develops policy and guidance to support functions of the Branch.

The successful candidate will require strategic leadership capabilities, a proven record of achievement within a customer focused environment, sound judgement, exceptional interpersonal, communication and representation capabilities, with the capacity to work calmly in a complex and dynamic environment.

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 Josh Rynehart via email to josh.rynehart@act.gov.au by COB Tuesday 3 October 2023.

Contact Officer: Josh Rynehart (02) 6205 3740 josh.rynehart@act.gov.au

DDTS

CESB

Purchasing and Goods Receipt Officer

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 14300, several)

Gazetted: 22 September 2023

Closing Date: 1 October 2023

Details:

This position administers supplier invoices and assists with the purchasing and procuring of ICT goods and services on behalf of the ACT Government.

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

Professional / Technical Skills and Knowledge

Information Technology Infrastructure Library (ITIL) framework which is a set of detailed practices for IT service management would be desirable.

Behavioural Capabilities

Sound planning and organisational skills, including the ability to effectively complete multiple tasks, understand priorities, and meet strict deadlines in a changing environment.

Ability to adhere to and follow strict schedules, procedures and policies.

Commitment to high quality customer service principles and practices.

Ability to establish and maintain effective relationships with suppliers, customers, team members, and other stakeholders through collaboration, engagement and responsiveness.

Detail orientation and accuracy with qualitative and quantitative information.

Attention to details when dealing with internal and external stakeholders.

Compliance Requirements / Qualifications

An ACT Government CMTEDD Baseline clearance is required for this position.

Driver's license is not essential.

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

Willingness to learn higher value procurement processes, document preparations, and conducting the process by involving relevant teams.

Note: These are temporary vacancies available asap to the 13 September 2024 with the possibility of permanency.

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

Please submit a written application of no more than three pages, responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of whom is your current manager.

Contact Officer: Tim Mackey (02) 6205 3252 Tim.Mackey@act.gov.au

Applications should be submitted via the Apply Now button below.

Digital, Data and Technology Solutions**ACT Cyber Security Centre****Cyber Security Governance, Risk and Assurance****Assistant Director, Cyber Security Governance, Risk and Assurance****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 31212)**

Gazetted: 22 September 2023

Closing Date: 6 October 2023

Details: Are you our next Assistant Director, Cyber Security Governance, Risk and Assurance? Do you have a passion for building strong relationships, are highly organised and have an interest in providing customers with solutions to improve their cyber security posture?

Then this role is for you!

The Cyber Security Governance, Risk and Assurance team sits within the ACT Cyber Security Centre and is a dynamic, business-oriented team that performs security risk assessments and compliance audits of ICT systems and infrastructure across the Whole of Government.

The Assistant Director, Cyber Security Governance, Risk and Assurance will work with business clients, DDTS teams, vendors, and external stakeholders to provide high quality cyber security risk management services to enhance cyber security outcomes. The role may be tailored to suit the applicant's skillset, individuals without strong technical skills are also encouraged to apply.

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

Permanent Residency or Australian Citizenship is required.

A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

Notes: The current government and Executive support hybrid working for positions of this nature, noting this may be subject to change in future. A Merit Pool will be established from the selection process and may be used to fill further temporary or permanent vacancies over the next 12 months.

How to apply: To apply for this position please provide your curriculum vitae with contact details of two referees and a maximum two-page pitch addressing how your knowledge and experience capture the skills, knowledge and behavioural capabilities that make you the best candidate for the role. Your response should consider the activities of the role.

Where possible the position may be tailored based on the successful candidate's expertise and skillset. Selection may be based on application and referee reports only.

You are encouraged to contact Cameron Smith on (02) 6207 8868 to find out more about the role before applying.

Applications should be submitted via the Apply Now button below.

Contact Officer: CameronM Smith (02) 6207 8868 CameronM.Smith@act.gov.au

Strategic Finance**Financial Controller****Executive Level 1.2 \$242,863 - \$252,564 depending on current superannuation arrangements, Canberra (PN: E1349)**

Gazetted: 26 September 2023

Closing Date: 23 October 2023

Details: I am looking for a motivated finance professional who wants to play a pivotal role in shaping the strategic direction of financial management across this large central agency in ACT Government. If you thrive on helping people to understand what good financial management looks like, removing friction from systems and processes that doesn't add value and unnecessarily blocks progress and understand how to create and harness the full potential of high performing teams, this could be the opportunity you have been waiting for.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field of study and membership in an appropriate professional body (eg., CPA/CA) are essential.

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.

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. How to Apply: Interested candidates are requested to submit a response of no more than two pages addressing the Executive Capabilities, outlining relevant skills and experience, as well as a current curriculum vitae and the name and contact details of two referees by **COB Monday 23 October 2023**. *Applications should be submitted via the Apply Now button below.* Contact Officer: Sally Druhan 0437 771 979 Sally.druhan@act.gov.au

Digital, Data and Technology Solutions
Customer Engagement Services Branch
ICT Business Partner - CIT

Senior Officer Grade A \$160,541, Canberra (PN: 09744 - CIT)

Gazetted: 25 September 2023

Closing Date: 6 October 2023

Details: Customer Engagement Services Branch (CESB) plays a key role in servicing and supporting the Government Directorates. CESB provides frontline services including the Service Desk and the presence of client facing staff that enables the provision of contextual advice and guidance as well as business system support services which enhance the customer experience.

Position Overview:

The role is responsible for the on-going management of the Directorate ICT Business Systems, system life cycle management, associated interfaces and other essential ICT services. The role will be required to ensure strategic alignment to the Directorate, DDTS and ACT Government initiatives. This will require liaison and negotiate with relevant stakeholders, including external vendors to ensure the optimal performance of applications. The role manages a team of technical resources responsible for various components of the business system provision, whilst ensuring effective service provision from DDTS's core ICT services teams.

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

Notes: This is a temporary position available immediately for 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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 must submit a current curriculum vitae and two-page pitch addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alana Lundy (02) 6207 7778 Alana.Lundy@act.gov.au

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

Economic Development

Finance and Business Services

Senior Business Services Officer – HR

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 42593)

Gazetted: 27 September 2023

Closing Date: 11 October 2023

Details: The Finance and Business Services Unit is seeking a highly capable individual to provide Human Resource services to the business units within the Economic Development Division of the Directorate. As the Human Resources Officer for the division, you will provide support and advice in relation to recruitment, workforce planning, work health and safety, human resource reporting and business improvement activities. To be successful in this role, you must be a collaborative team player, provide excellent customer service and be able to quickly adapt to changing requirements in an administrative setting.

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: Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill vacancies over the next 12 months. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. The ACT Government provides a contemporary and progressive range of flexible working options for its employees.

How to apply: Please provide a supporting statement of no more than two pages outlining experience and abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae with the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona Moore (02) 6205 7031 Fiona.Moore@act.gov.au

Office of Industrial Relations and Workforce Strategy

Public Sector Employment

Workforce Governance & Recruitment

Senior Director, Workforce Governance

Senior Officer Grade A \$160,541, Canberra (PN: 51695)

Gazetted: 25 September 2023

Closing Date: 9 October 2023

Details: We are looking for a highly motivated and skilled person who can demonstrate they have the necessary public sector experience and legal knowhow to provide high level advice and to represent the Directorate and the Government in strategic workforce governance matters. They will be highly professional, possessing a commitment to delivering quality outputs within tight timeframes and the capacity to maintain confidentiality and discretion. The ACT Government has a long-standing commitment to implementing more secure employment within the ACTPS. The Secure Workforce Conversion process has systematically identified and assessed temporary and casual employees to determine if they should be converted to permanency. In addition, the Government has committed to the introduction of an insourcing framework. These two areas form the core of the ACTPS Secure Employment Framework and the Senior Director will lead this work in addition to other workforce governance priorities. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: This is a temporary position available immediately for a period of three 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 will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide

A copy of your curriculum vitae; and

Your claims against the Selection Criteria, in no more than two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: EmmaC Matthews (02) 6205 2693 EmmaC.Matthews@act.gov.au

Policy and Cabinet Division

Cabinet Assembly and Government Business

Senior Coordination and Support officer - Government Business Coordination

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 50364)

Gazetted: 26 September 2023

Closing Date: 3 October 2023

Details: An exciting opportunity is available in the Cabinet, Assembly and Government Business Coordination Branch.

This position will be nested within the Government Business Coordination team. The team's work is dynamic and fast paced, engaging collaboratively across the ACTPS to action key priorities of the Chief Minister and Executive.

The successful candidate will work primarily on coordinating core Open Government processes, including Executive Document Release and Open Access (Cabinet) Decision Summaries.

This process driven role requires an excellent attention to detail and the ability to prioritise and adapt to meet competing deadlines.

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

Eligibility/Other requirements: This position requires the successful applicant to either hold or be able to obtain a baseline security clearance.

Notes: This is a temporary position available immediately until 05 January 2024 with the possibility of extension up to less than six months. This position is available to ACT Government officers and employees only.

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

How to apply: Expressions of Interest should include a two-page pitch, your curriculum vitae and should be emailed directly to the contact officer by the closing date.

Applications should be sent to the Contact Officer.

Contact Officer: Kim.P Bailey (02) 6205 1597 Kim.P.Bailey@act.gov.au

Policy and Cabinet

Territory Records Office

Physical Records Operations

Manager, Physical Records Operations

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 17722)

Gazetted: 26 September 2023

Closing Date: 3 October 2023

Details: Do you have experience in leading and managing teams? Do you like making sure organisations have good quality management and risk management systems in place? Do you have excellent communication skills and the ability to provide high level support in the implementation of projects, policies and procedures?

Territory Records Office / Physical Records Operations (PRO) has the perfect opportunity for you.

The successful applicant will be responsible for operational management and governance with a focus on quality and business improvement. This role will involve leading, directing and providing high level support to a team, development and implementation of records projects, implementation and maintenance of procedures. Further to this, provide high level support to both the Assistant Director and Director, Physical Records Operations in ensuring the delivery of best practice records management to directorates.

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

Eligibility/Other requirements: This position requires the ability to work in a manual handling environment.

Notes: This is a temporary position available immediately for a period of six months 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: If you feel that you are the perfect candidate and have the necessary skills and capabilities to fill these roles, please send a personal pitch (two page maximum) in response to the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description, your current Curriculum Vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Walshe (02) 6207 2016 Daniel.Walshe@act.gov.au

BUDGET, PROCUREMENT, INVESTMENT AND FINANCE

Shared Services Finance

Finance Operations/Accounts Payable

Finance Officer**Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 07726)**

Gazetted: 26 September 2023

Closing Date: 10 October 2023

Details: Shared Services Finance Operations Shared Services Finance Operations has a temporary vacancy within the Accounts Payable team.

The Shared Services Finance Operations team provide accounts payable, accounts receivable, banking, debt management and business intelligence functions for the ACT Government. The team are experts in their field providing a customer focused business area that works collaboratively with stakeholders and partners to deliver integrated finance service operations on behalf of the Territory.

We are seeking an enthusiastic highly motivated individual, who is able and willing to work cooperatively within a team environment. You must be a strong and clear communicator with exceptional time management skills to be able to meet tight deadlines in a fast-paced operational environment.

To be successful in this role you should have a strong understanding of the work practices and procedures that underpin a successful finance operations 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: Experience in a high-volume Finance Operations environment is highly desirable.

Notes: This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this recruitment where successful candidates may be employed within either the Accounts Payable, Banking or Accounts Receivable teams, depending on their experience and skillset. 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. Selection may be made on application and referees report only.

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" sections and submit a personal pitch of no more than 800 words.

Your personal pitch should be written in an engaging and conversational letter format – combine explaining why you're interested and the best person for the job with addressing the position requirements, noting particularly the Professional/Technical Skills and Behavioural Capabilities outlined in the Position Description.

Do not use headings or bold fonts, however your pitch should be written logically into paragraphs that relate to one or more of the requirements, you should seek to cover all requirements. There is guidance available on your application preparation at [Prepare your application - Careers and Employment \(act.gov.au\)](#)

Applications should be submitted via the Apply Now button below.

Contact Officer: Tash Grant (02) 6205 4066 Tash.Grant@act.gov.au

Budget, Procurement, Investments and Finance**Shared Services Finance****Finance Operations/Accounts Payable****Team Leader****Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 07493)**

Gazetted: 26 September 2023

Closing Date: 10 October 2023

Details: Shared Services Finance Operations has two vacancies for the role of Team Leader at the ASO5 level.

The Shared Services Finance Operations team provide accounts payable, finance service desk, accounts receivable, banking, debt management and business intelligence functions for the ACT Government. The team are experts in their field providing a customer focused business area that works collaboratively with stakeholders and partners to deliver integrated finance service operations on behalf of the Territory.

We are seeking enthusiastic and highly motivated individuals to join our Accounts Payable team. In the role of Team Leader, you will be responsible for coordinating and leading a range of support services and processing functions in a Finance Operations environment.

You will be someone who has demonstrated leadership capability, is a strong and clear communicator with exceptional time management skills and a proven commitment to identifying and promoting business improvement initiatives.

You will possess well-developed problem solving and analytical skills and be able to effectively prioritise workloads across your area of operations and responsibility to meet tight deadlines in a fast-paced operational environment. To be successful in this role you should have a strong understanding of the work practices and procedures that underpin a successful finance operations or similar 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: Previous experience in a finance operations or processing environment is highly desirable.

Notes: This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and may be used to fill any future identical vacancies across any of the finance operations teams, over the next 12 months. Selection may be based on application and referee reports only. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the “What you will do” and “What you require” sections and submit a personal pitch of no more than two pages.

Your personal pitch should include information that provides evidence of your capabilities against the Professional and Technical Skills and the Behavioural Capabilities and importantly highlights your skills and experience in a finance operations or similar environment. A current curriculum vitae must be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tash Grant (02) 6205 4066 Tash.Grant@act.gov.au

Office of Industrial Relations and Workforce Strategy (OIRWS) / Property and Government Insourcing Group ACT Property Group

Integrated Facilities Management

Property, Workplan and Building Report Coordinator

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 46710)

Gazetted: 27 September 2023

Closing Date: 11 October 2023

Details: This position manages a team of trade and project management professionals to deliver a program of property planned maintenance to ACT Government buildings. The team coordinates programs of works across multiple building locations. The person in this role provides coordination, programming and technical expertise in delivering the identified program of work. The role also drives good practice project management within the team and reporting to building custodians.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other requirements: The person in this role needs to hold the following:

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

Hold a relevant building degree, or

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

Hold or have the capacity to obtain White Card and Asbestos Awareness;
 Hold or have the capacity to obtain Work Health and Safety qualifications (Certificate IV);
 Hold a current driver's licence (car).

Notes: This is a temporary position available immediately until February 2024 with the possibility of extension up to 12 months and/or permanency.

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

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Service Management

Junior Website Developer

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 39709)

Gazetted: 27 September 2023

Closing Date: 11 October 2023

Details: Customer Engagement Services Branch are looking for a Junior Website Developer familiar with online content management systems or experience with a service management platform such as ServiceNow to fill a vacancy on a full-time or part-time basis.

The Junior Website Developer is responsible for assisting with the creation, maintenance, review, and improvement of digital content available through the Data, Digital and Technology Solutions (DDTS) and OneGov Service Centre websites. This digital content covers a variety of business functions including Finance, Human Resources and Information Communication Technologies. You will use your skills and knowledge to identify digital content improvements ensuring it is accessible, accurate and up to date.

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: Demonstrated experience with an online Content Management System (CMS) or Service Management Platform such as ServiceNow.

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. Part-time availability will be considered for this role.

How to Apply: If you want to know more about the role before applying, please contact Michael Bartle at michael.bartle@act.gov.au

If you think you are the person for the job, please send your curriculum vitae along with a pitch no longer than two pages on why you would like to undertake the role, the skillset you would bring and how you would make a positive impact in the role. Please also provide at least one professional referee - preferably your current direct manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Bartle (02) 6205 4715 Michael.Bartle@act.gov.au

**Office of Industrial Relations and Workforce Strategy (OIRWS)/ Property and Government Insourcing Group
ACT Property Group**

Integrated Facilities Management Team

Carpenter (Trades)

Building Trade \$78,676 - \$83,109, Canberra (PN: 29333)

Gazetted: 27 September 2023

Closing Date: 11 October 2023

Details: Are you a qualified and experienced Carpenter looking for a new role? The ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. We are looking for someone to manage and deliver maintenance carpentry services to a high standard on ACT Government buildings. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other requirements: This position requires:

Professional/Trade qualifications in the named trade speciality - Certificate III in Carpentry

Hold or have the capacity to obtain White Card, Asbestos Awareness and Working with Asbestos Cards and any relevant Certificates such as gas fitting, TMV and Backflow prevention, working at heights, confined space, forklift, Silica Awareness, Working with Vulnerable People

Hold or have the capacity to obtain Working with Vulnerable People card

A current driver's licence (car)

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

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cassandra Keppell (02) 6205 9876 actpgcorporate@act.gov.au

Office of Industrial Relations and Workforce Strategy
Public Sector Employment
Workforce Governance & Recruitment
Assistant Director - Workforce Governance
Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 36752)

Gazetted: 25 September 2023

Closing Date: 9 October 2023

Details: Would you love to be a member of a small team which provides high level strategic and operational advice on whole-of-government, workforce governance issues?

As an Assistant Director, Workforce Governance in the Whole of Government Public Sector Employment team, you will develop whole of government governance-related policies on behalf of the Head of Service, assist in maintaining the relevant legislative framework, provide advice on governance and other public sector related policies and legislation, and contribute to the implementation of a range of governance and public sector employment projects. As part of the central agency, the Chief Minister, Treasury and Economic Development Directorate, you will exemplify the public sector values of respect, integrity, collaboration and innovation. As part of the Office of Industrial Relations & Workforce Strategy, you will work in a team that embraces hybrid and flexible work.

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 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 provide:

a copy of your curriculum vitae; and

address the Selection Criteria in no more than two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: EmmaC Matthews (02) 6205 2693 EmmaC.Matthews@act.gov.au

Community Services

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

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

Housing Assistance
Client Services Branch
Housing Manager
Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 43516)

Gazetted: 27 September 2023

Closing Date: 11 October 2023

Details: Are you interested in a career that makes a meaningful contribution to people's lives?

Housing ACT is responsible for the provision and management of public housing services in the Territory, in addition to homelessness services, community housing, housing policy and asset management. With an aim to be an innovative and effective social housing provider and responsive to the needs of its clients while fostering a safe strong and cohesive community.

We currently have several vacancies for Housing Managers to join our team. Housing Managers are responsible for the effective and efficient management of tenancies within their portfolio of properties. The role is responsible for engaging with tenants out in the field, within neighbourhoods and within properties. The main function of the Housing Manager role is to ensure tenants are able to adhere to their tenancy agreements, including payment of timely rent and keeping the property in good condition. Consistent online and phone communication and engagement is also a key requirement of the role.

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

Eligibility/Other requirements:

Relevant tertiary qualifications in Leadership, Management, Social Work, Community Development or a related field are desirable but not essential.

Driver's license is essential.

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

Note: 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 statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the capabilities listed on the Position Description. Please also submit a copy of your current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tegan Nickols (02) 6207 0904 Tegan.Nickols@act.gov.au

Communities

Infrastructure and Contracts

Portfolio Planning and Alignment

Assistant Director / Senior Planner

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 58840)

Gazetted: 27 September 2023

Closing Date: 11 October 2023

Details: ACT Housing currently have a vacancy for an Assistant Director to join the Portfolio Planning and Alignment team. The team is responsible for the strategic management of the Territory's public housing portfolio, in the context of the ACT Housing Strategy and Growing and Renewing Public Housing.

The Assistant Director will lead the team's more focused planning work, managing preliminary consultation, consultants, and planning and feasibility studies in relation to Government's remaining larger/older multi-unit properties (MUPs) and other strategically located assets, suitable for integration with broader urban renewal priorities.

We are looking for someone with demonstrated knowledge of the ACT planning system and project/program management experience, who can manage a multi-disciplinary team of consultants to support decision making, planning, and portfolio management activities. If this sounds like you, please consider applying now.

Further information regarding the role and responsibilities is contained within the position description.

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

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

How to apply: Please provide an expression of interest to a maximum of two A4 pages addressing the selection criteria listed in the position description, curriculum vitae and references.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Hart (02) 6207 3423 Jason.Hart@act.gov.au

Family Safety

Domestic, Family and Sexual Violence Office

Senior Policy/Project Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 40341, several)

Gazetted: 27 September 2023

Closing Date: 11 October 2023

Details: The Domestic, Family and Sexual Violence Office (the Office) is seeking to fill several vacancies at the Senior Policy/Project Officer level. The Office has a whole of government remit to lead and improve an informed, capable and connected response to address domestic, family and sexual violence in the ACT.

We are interested in candidates with a keen sense of social justice and an ability to deliver quality work in tight timeframes. In this role you will make a difference for the community by delivering projects effectively in a government context. Your ability to write effectively, support stakeholder engagement and work with a high level of autonomy will be essential. To be successful you will also be a great team player; self-motivated; and able to turn your hand to many different tasks including drafting briefs and correspondence, delivering project elements, communicating with stakeholders, supporting procurement processes and performing secretariat functions. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: This is a temporary vacancy available for up to 12 months with the possibility of permanency. Part time and full-time applications are welcome. Selection may be based on application and referees only. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

The pitch should:

- Show that you have the capabilities in "Position Requirements" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.
- Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.
- Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role. Please include a current curriculum vitae with details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophie McGlynn (02) 6207 8303 Sophie.McGlynn@act.gov.au

Corporate

Governance

Corporate Strategy

Senior Project Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 38185)

Gazetted: 27 September 2023

Closing Date: 11 October 2023

Details: Community Services Directorate (CSD) is seeking an experienced, ideas-filled and motivated professional to fill the position of Senior Project Officer in the Corporate Strategy team.

The Corporate Strategy team sits within the CSD Corporate Division and looks after the directorate's strategic portfolio, supporting a diverse range of projects across internal and whole-of-government initiatives, such as introducing wellbeing objectives in our strategic reporting.

As part of a friendly and inclusive team, this position will see you providing high level ideas, creative thinking, and input into the team's strategic plans and activities. We want to see new ideas, fresh approaches, and enthusiasm to get things done.

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

Eligibility/Other requirements: Experience in corporate governance is desirable but not essential.

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: Applicants must provide the following -

A current curriculum vitae, including the name and contact details of two referees.

A two-page pitch addressing the 'What You Require' section of the position description, highlighting the skills and experience you would bring to the role, including examples.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Hargreaves (02) 6207 1955 Jessica.Hargreaves@act.gov.au

Housing ACT

Client Services Branch

Tribunal Advocacy Services

Tribunal Advocate

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 31097)

Gazetted: 26 September 2023

Closing Date: 10 October 2023

Details: Tribunal Advocates report to the Assistant Director, Tribunal Services, Client Services Branch, and are responsible for the management of housing matters before the ACT Civil and Administrative Tribunal (ACAT). In doing so, Tribunal Advocates represent the Commissioner for Social Housing at the ACAT on issues relating to tenancy breaches under the Residential Tenancies Act 1997 including debt, property access, antisocial behaviour, and property condition issues. Tribunal Advocates are required to brief and instruct the ACT Government Solicitor's Office when required and instruct the ACT Insurance Agency on compensation matters in excess of \$10,000. Tribunal Advocates work closely with Housing Managers and Team Leaders in Tenant Experience and other areas of Housing ACT on tenancy matters under the Residential Tenancies Act 1997. They provide advice and workshop solutions with staff for current and emerging tenancy matters.

Eligibility/Other requirements:

Current driver's licence

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

Relevant tertiary qualifications Law/Legal Studies, Policy or a related field are desirable but not essential.

Notes: This is a temporary position available immediately until 28 June 2024 with the possibility of extension up to 12 months and/or permanency. 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: Suitability for this position will be assessed in three key areas - your Skills, Knowledge and Behaviours. Please submit your curriculum vitae, a two page application addressing the position requirements (Selection Criteria), and the names and contact details of two referees to verify your claims against the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Boggs (02) 6205 3804 Daniel.Boggs@act.gov.au

Housing Assistance

Client Services Branch

Housing Practitioner

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 37484)

Gazetted: 22 September 2023

Closing Date: 6 October 2023

Details: At Housing ACT, we provide social housing and specialist homelessness funding to meet the needs and circumstances of low income and disadvantaged people.

Through strengthening social housing and reducing homelessness, we help alleviate social isolation and build resilience, contributing to a safer, stronger and more inclusive community – a community where everybody has the opportunity for a bright future regardless of their characteristics, circumstances or background.

The Client Services Branch supports the management of over 11,000 public housing tenancies. Advice and support are provided to public housing clients and stakeholders on diverse, and often complex, issues. The Branch is responsible for the whole tenant life cycle including application, assessment, allocation of properties, tenancy management (rent/debt collection, complaints management, neighbourhood harmony, relocations, escalations to ACAT), monitoring property conditions on behalf of Housing ACT and advising on asset maintenance issues. Housing Practitioners are responsible for providing leadership, specialist advice and targeted support to staff, clients, and stakeholders on a diverse and often complex range of issues impacting the stability of an individual or family's tenancy.

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

Eligibility/Other requirements:

Relevant tertiary qualifications in Leadership, Management, Social Work, Community Development or a related field are desirable but not essential.

Previous Case Management and Tenancy Management experience is desirable, but not essential.

Driver's license is essential.

Please note, Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.

Note: This is a temporary position available for 6 months with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also submit a copy of your current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steve Ujdur (02) 6207 1393 Steve.Ujdur@act.gov.au

Corporate

Finance and Budget

Financial Reporting

Financial Accountant

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 55634)

Gazetted: 21 September 2023

Closing Date: 5 October 2023

Details: Do you want to make a difference in the ACT Community? Do you want to be part of and lead a supportive team? Are you keen to see how your accounting skills can help achieve tangible results? If this sounds like you, the Finance and Procurement branch in the Community Services Directorate is looking for you!

You will be an experienced Financial Accountant who wants to demonstrate your leadership skills in a supportive team environment. You will enjoy working independently and as a part of a team and will understand the importance of building relationships with stakeholders. You will provide practical and considered accounting advice, particularly in relation to capital works and assets. You will be energised by learning and developing new skills whilst building on your current expertise.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting or similar are highly desirable. Membership (or working towards) a professional accounting body is highly desirable.

Note: This is a full-time position available for an immediate start. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 month.

How to Apply: Please submit a written two-page pitch addressing the "What You Require" 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: Beth Shear gold (02) 6207 5696 Beth.Sheargold@act.gov.au

Cultural Facilities Corporation**Canberra Theatre****Administrative Assistant, Programming and Presenter Services****Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 3586)**

Gazetted: 22 September 2023

Closing Date: 13 October 2023

Details: The Administrative Assistant, Programming and Presenter Services supports the Programming and Presenter Services team and contributes to the successful presentation of performing arts events at The Canberra Theatre Centre. In this role you will work with industry professionals supporting a variety of exciting live performances from major touring works to home-grown productions. If you have some experience in the performing arts and want to develop your understanding of how performance venues or touring productions work, this could be a great appointment for you!

The role is a mix of duties that includes:

Provide support to the Programming and Presenter Services team, including managing document workflows, minuting meetings, preparing invoices for payment, and general coordination activities.

Update and maintain the department's bookings calendar using the venue's booking management software as a single source of accurate information for all departments.

Proofread copy and contracts, and error check ticketing builds and occasional financial documents, and updating and maintaining the department's budget spreadsheets for easy forecasting of financial results. File documents and manage document access permissions in line with the ACT Government records management guidelines.

Provide reception duties to visiting companies and stakeholders including coordinating hospitality, responding to correspondence and enquiries, maintaining contact lists, and making phone calls on behalf of the department.

We are looking for an energetic and highly organised person who enjoys keeping systems and processes in great working order, and who can bring new ideas for greater efficiency to the team. We can offer the successful candidate a 'backstage pass' into the operations of a busy venue in the heart of the city within a fun and inclusive workplace.

Note: This is a part time permanent position at 29.4 hours per week and the full time salary noted above will be paid pro rata.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Gillian Schwab 6243 5707 gillian.schwab@act.gov.au

Director of Public Prosecutions

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 of Public Prosecutions**Legal Services****Operational Support Manager****Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 63077)**

Gazetted: 26 September 2023

Closing Date: 10 October 2023

Details: The ACT Office of the Director of Public Prosecutions was established by the *Director of Public Prosecutions Act 1990* (the Act) to institute, conduct and supervise prosecutions and related proceedings. It comprises the Director of Public Prosecutions (the Director), an independent statutory officer appointed by the ACT's Executive branch of Government, and staff employed under the *Public Sector Management Act 1994*, to assist the Director.

Our Vision:

A prosecution service that is independent, confident, efficient and effective, delivering justice for all and making the community safer.

A prosecution services focussed on professionalism.

Trusted prosecutors who exercise sound judgement.

Independent in our decision-making, making prosecution decisions free from emotion, improper influence and in the interests of justice.

Transparent, accountable, and fair in our decision making.

Flexible, streamlined and efficient in how we work.

Our Mission:

Maintain the integrity of the office.

Be visible and responsive to the community.

Be sensitive to the needs of the victim, ensuring that victims are supported, and their voices are heard.

Operate fairly, protecting the innocent and upholding the rule of law.

Argue for appropriate punishments that are focused on addressing the causes of offending.

Our Values:

Treat everyone with respect.

Be independent and fair.

Behave professionally and constantly strive for excellence.

Be honest and open.

Position Overview:

The ACT Director of Public Prosecutions is the independent prosecutions authority of and for the Australian Capital Territory and is seeking to fill the role of Operational Support Manager. The successful applicant will oversee the day-to-day operations of paralegals. This role will also oversee both data entry practices and reporting requirements to ensure requirements of the Office are met.

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

Eligibility/Other requirements:

The successful applicant will be required to undergo a criminal record check.

Note that this position requires the right person to work in the office five days per week.

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

How to Apply: Please submit a written “pitch” of no more than two pages responding to the capabilities listed under ‘What You Require’ in the Position Description, along with your current curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Williamson (02) 6207 5399 Anthony.Williamson@act.gov.au

Education

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

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

School Performance and Improvement

South Weston

Torrens Primary School

Business Manager

Administrative Officer - Professional Services \$87,364 - \$92,370, Canberra (PN: 59711)

Gazetted: 27 September 2023

Closing Date: 11 October 2023

Details: Torrens Primary School is seeking a Business Manager to join our school leadership team. This role oversees the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe and positive environment where students love to learn. The role provides support to the principal while working collaboratively within the school leadership team and the school community to support student outcomes.

The successful applicant will be required to provide advice and guidance to the principal on the business of the school, lead and manage the day to day and strategic operations and foster continuous service improvement. Lead

and manage support and administration staff to meet business objectives, set and achieve priorities, monitor workflow, develop school-based procedures and work practices.

This position demands proficiency in the following areas: Strategic planning, Financial and Facilities Management, Human Resources, Communications and Stakeholder Engagement, Procurement and Contract Administration, as well as Compliance, Risk Management, and Governance.

Schools are fast paced ever changing environments; therefore, the selected applicant will also require the ability to prioritise and monitor workflows and practices in line with Directorate policy and procedures, have exceptional communication and liaison skills with the ability to liaise with a range of clients. If you believe you possess the qualifications necessary for this dynamic leadership role, we eagerly anticipate your application.

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

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria considering the position overview, together with your curriculum vitae and names of two referees. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachel Matthews (02)61420777 Rachel.Matthews@ed.act.edu.au

Safe at Schools

Wellbeing Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 42220)

Gazetted: 27 September 2023

Closing Date: 18 October 2023

Details: The Safe at Schools Taskforce are looking for a Wellbeing Officer to work collaboratively with the Early Intervention and Wellbeing Incident Reporting Officer to review triage assessments conducted for incident reports and incoming referrals. The Wellbeing Officer will construct and implement wellbeing support plans and assist in the incident reporting triage assessment when required.

Our ideal applicant will have demonstrated Work Health Safety and/or Injury Management and knowledge specific to mental health and wellbeing, as well as demonstrated knowledge in Work Health and Safety and Safety Rehabilitation and Compensation legislation.

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

How to Apply: Please provide a response to the selection criteria maximum three pages, current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jemma Dalley (02) 6205 6801 Jemma.Dalley@act.gov.au

School Improvement

Narrabundah Early Childhood School

Administration Officer

Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 53807)

Gazetted: 26 September 2023

Closing Date: 3 October 2023

Details: Narrabundah Early Childhood school is looking for a dynamic proactive and caring person to join our administration team. This position is an integral member of our front office team working directly supporting students, visitors to our school including parents and carers and school staff.

The Administration Officer will provide a high standard of administrative assistance and support to the school including to the school executive team and teachers. The position works directly with the school business manager in the day-to-day administrative tasks of the school including customer service, reception duties, telephone enquiries, general administrative support and first aid.

The successful applicant will work in a dynamic and fast-paced team setting, demonstrating the ability to work independently, with the initiative to manage priorities and deadlines, and take on the crucial role of creating a positive first impression for our school.

Note: This is a temporary position available from 9 October 2023 until 15 December 2023. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications are to be submitted via email directly to the contact officer, Erin Stewart. Expression of interest to be no longer than two pages. Include a current CV, listing two referees and their contact details.

Applications should be sent to the Contact Officer.

Contact Officer: Erin Stewart (02)6142 3828 Erin.Stewart@ed.act.edu.au

Communications and Engagement

Communications, Engagement and Government Support

Assistant Director, Media

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 43635)

Gazetted: 26 September 2023

Closing Date: 10 October 2023

Details: Are you passionate about public education and love working in a fast-paced media management role? The Education Directorate is seeking to fill a key role in our dynamic Communications and Engagement team.

We are looking for an experienced and motivated media management professional who is keen to promote the wonderful stories of students and staff working in ACT public schools.

The Education Directorate delivers quality public school and early childhood education to shape every child's future and lay the foundation for lifelong development and learning. We deliver high quality education across 90 public schools educating over 50,000 students from early childhood through to college. Our workforce consists of over 8000 staff, including 7200 school-based staff.

We also regulate the early childhood sector and register non-government schools in the ACT. Our [Strategic Plan 2022-2025](#) explains our vision, our mission, values and strategic focus.

The Assistant Director, Media, plays a key role in telling the stories of the students and staff working in ACT public schools, our commitment to equity and inclusion and celebrating excellence across the education system.

How to Apply: To apply refer to the attached Position Description and submit a two-page pitch addressing the Behavioural Capabilities and Professional/Technical Skills along with your curriculum vitae and the contact details of two referees via the 'Apply' button.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Van Aalst (02) 6207 6101 Sally.VanAalst@act.gov.au

School Performance and Improvement

South Weston

Mount Stromlo High School

Learning Support Assistant

School Assistant 2/3 \$53,566 - \$64,989, Canberra (PN: 57473, several)

Gazetted: 26 September 2023

Closing Date: 3 October 2023

Details: Mount Stromlo High School (MSHS) is 7-10 high school situated in the South Weston School Network. MSHS works under an Inclusion Model.

MSHS is seeking a collaborative and impactful person for a Learning Support Assistant (LSA) role. The LSA role focuses on supporting teachers to include a child with a disability in all school activities. Duties may include preparation of class materials, supporting the health care and physical needs of a student and general work in the classroom not directly focussing on the student with a disability. Some support of therapy or specific programs may be included. This is a full time LSA role and the successful applicant will work closely with staff within the Learning Support faculty.

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

A current First Aid Certificate

Desirable:

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

Certificate IV in Educational Support or willingness to undertake appropriate training

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

How to Apply: Applications should include a supporting statement of no more than two pages addressing the selection criteria in the attached Position Description and a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katie Hart (02) 6142 3431 Katie.Hart@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 Performance & Improvement

South Weston

Arawang Primary

Administrative Assistant

School Assistant 3 \$60,493 - \$64,989, Canberra (PN: 38443)

Gazetted: 26 September 2023

Closing Date: 10 October 2023

Details: Arawang Primary has a temporary vacancy available for a School Administrative Assistant (SA3) who is able to provide high level administrative support to the school. The Administrative Assistant works as part of a team to support the smooth running of a busy school front office. This position requires the ability to work with students, staff and families in a friendly and responsive manner.

Notes: This is a temporary position available immediately for a period of 12 months. This position is part-time at (31:15) hours per week and the full-time salary noted above will be pro-rata.

How to apply: Please submit a two page written response to the Selection Criteria. Please include two Referee Reports and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Alston (02) 6142 0668 Natalie.Alston@ed.act.edu.au

Service Design & Delivery

DSST

Azure Data Engineer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 37134)

Gazetted: 22 September 2023

Closing Date: 6 October 2023

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

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

The ideal candidate will have experience in SQL and Azure Synapse Analytics and knowledgeable of Python (PySpark), as well as a strong understanding of data warehouse modelling and ETL/ELT processes.

Eligibility/Other requirements:

Desirable:

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

Experienced with Azure technology stack (Azure Synapse Analytics, Azure Data Factory, Azure DevOps)

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

Selection may be based on application and referee reports only.

How to Apply:

In two pages or less please detail (related to the selection criteria):

why you want the role;

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

describe achievements with results/outcomes relevant to the selection criteria.

A current curriculum vitae.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrea Fabricante (02) 620 52022 Andrea.Fabricante@ed.act.edu.au

School Performance and Improvement

School Improvement Group

School Operations

Assistant Director, Compliance and Governance

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 34827)

Gazetted: 25 September 2023

Closing Date: 8 October 2023

Details: Reporting to the Director, Compliance and Governance, the Assistant Director will provide high level administrative, coordination and stakeholder management support in School Operations.

The Assistant Director will provide timely, accurate and effective senior administrative and policy support to the branch, manage outcomes within tight timeframes under the Schools Management Model, lead coordination of relevant work programs, support in the maintenance and updating of policies and governance, and manage officers and responsibilities within their networks, as relevant.

Though the role will sit within a specific network within the branch, the officer may be required to work across the branch in response to operational or other requirements.

Eligibility/ Other Requirements:

Qualifications in Public Administration or a related discipline 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 \(act.gov.au\)](https://www.act.gov.au/wwvp).

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

How to Apply: Please submit a two-page written response addressing the "What You Will Do" and "What You Require" sections of the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brooke James (02) 6205 0293 Brooke.James@act.gov.au

School Performance and Improvement

School Improvement Group

School Operations

Assistant Director, Strategic Management

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 00233, several)

Gazetted: 25 September 2023

Closing Date: 8 October 2023

Details: Reporting to the Director, Strategic Management, the Assistant Director will provide high level administrative, coordination and stakeholder management support in School Operations.

The Assistant Director will provide timely, accurate and effective senior administrative and policy support to the branch, manage outcomes within tight timeframes under the Schools Management and Sustainability Model, lead coordination of relevant work programs, support in the maintenance and updating of policies and governance, and manage officers and responsibilities within their networks, as relevant.

Though the role will sit within a specific network within the branch, the officer may be required to work across the branch in response to operational or other requirements.

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/wwvp)

Highly Desirable:

Experience in the management of school operations.

Knowledge of the operations and functions of the ACT public school system.

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

How to Apply: Please submit a two-page written response addressing the "What You Will Do" and "What You Require" sections of the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brooke James (02) 6205 0293 Brooke.James@act.gov.au

Office for Schools

Tuggeranong Network

Caroline Chisholm School

Family Engagement Coordinator - Caroline Chisholm School

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 63025)

Gazetted: 22 September 2023

Closing Date: 6 October 2023

Details: Caroline Chisholm School is a dual campus P-10 school. Each day we live three key values of respect, responsibility and perseverance; with four underlying beliefs of learning, equity, growth and inclusion. Our vision as a school community is to champion excellence and equity in our community. We hold high expectations and encourage personal growth for staff and students where learners take responsibility to meet the challenges of a changing world.

Caroline Chisholm School is seeking a Family Engagement Coordinator who will provide support and direction to students P to 10 within the school wellbeing structures. The role will also involve supporting families and linking them with appropriate agencies for support as well as making connections with support structures and services. The Family Engagement Coordinator will also coordinate and deliver a range of programs focused on student wellbeing.

The successful applicant will be team focused, agile and effective in all aspects of the operational nature of a P-10 school and will contribute to the strategic agenda through their work as part of the senior executive team and broader P-10 community.

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

Notes: 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: In four pages or less your Statement of Claims against the selection criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. It is therefore in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Please also provide a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Howard (02) 6142 3550 Jennifer.Howard@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 Performance and Improvement

North Gungahlin Network

Throsby School

Building Service Officer

Building Service Officer 3 \$75,931 - \$80,136, Canberra (PN: 61788)

Gazetted: 22 September 2023

Closing Date: 1 October 2023

Details: Throsby School is a new school located in the Gungahlin district of Canberra. Having opened in 2022, our growing school currently caters for approximately 350 students from Preschool-Year 6. We have developed a positive and inclusive school culture focussing on our three values; *Curiosity, Inclusion and Connection*.

We are seeking a dynamic and collaborative Building Services Officer to work alongside the Business Manager and Facilities Manager. Responsibilities will include but not limited to;

Fulfill the relevant duty statement and job description.

Ensure safety and compliance with all ACT Government policy requirements.

Work alongside staff and students on school initiatives.

Reflect the school values of *Curiosity, Inclusion and Connection*.

Contribute to school culture through effective communication, agreed approaches and commitment to school priorities.

Eligibility/Other Requirements: Evidence of a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to: [Access Canberra](#).

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: [Access Canberra](#)

Mandatory Crystalline Silica Exposure Training: 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](#)

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](#)

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.

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

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

How to apply: Applicants should submit a response the Selection Criteria (no more than three pages) which outlines skills and experience relevant to the position. Please submit a current curriculum vitae and two referee reports.

Contact Officer: Mitch Bartholomew (02) 6142 2880 Mitch.Bartholomew@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.

Applications should be submitted via the Apply Now button below.

School Performance and Improvement

North Gungahlin Network

Throsby School

Facilities Manager

Building Service Officer 4 \$93,996 - \$107,322, Canberra (PN: 61116)

Gazetted: 21 September 2023

Closing Date: 28 September 2023

Details: Throsby School is a new school located in the Gungahlin district of Canberra. Having opened in 2022, our growing school currently caters for approximately 350 students from Preschool-Year 6. We have developed a positive and inclusive school culture focussing on our three values; *Curiosity, Inclusion and Connection*.

We are seeking a dynamic and collaborative Facilities Manager to work alongside the Principal, Business Manager and Building Services Officer. The successful applicant will;

Fulfill the relevant duty statement and job description

Ensure safety and compliance with all ACT Government policy requirements

Work alongside staff and students on school initiatives

Reflect the school values of *Curiosity, Inclusion and Connection*

Contribute to school culture through effective communication, agreed approaches and commitment to school priorities

Eligibility/Other requirements:

An industry recognised qualification in trade skills or equivalent work experience.

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) 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: Access Canberra

Mandatory Crystalline Silica Exposure Training: 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

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

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

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: Applicants should submit a response to the Selection Criteria (no more than three pages) 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: Mitch Bartholomew (02) 6142 2880 Mitch.Bartholomew@ed.act.edu.au

Service Design & Delivery**Learning, Wellbeing Policy and Design****Aboriginal and Torres Strait Islander Education****Aboriginal and Torres Strait Islander Education Officer****School Assistant 4 \$72,353 - \$78,207, Canberra (PN: 03724, several)**

Gazetted: 21 September 2023

Closing Date: 19 October 2023

Details: Aboriginal and Torres Strait Islander Education Officers (IEOs) fulfil an important role in ACT public schools by supporting school leaders and classroom teachers to improve their knowledge and practice of cultural integrity including the development and sourcing of teaching and learning resources related to Aboriginal and Torres Strait Islanders histories and cultures. IEOs also support schools to build relationships and understanding between Aboriginal and Torres Strait Islander and non-Indigenous students, families, and community members.

Eligibility/Other requirements:

Mandatory:

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

Desirable:

Relevant qualifications in education, community services, youth work or related fields.

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

Notes: This is a temporary position available immediately for 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

How to Apply: In applying for this position, you are required to address the selection criteria in no more than three pages. You should also attach a copy of your WWVP card or receipt of registration. You should also provide a current curriculum vitae to a maximum of four pages and include details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: DylanD McLachlan 0423 230 873 DylanD.McLachlan@ed.act.edu.au

School Performance and Improvement**North and Gungahlin Network****Margaret Hendry School****Information Technology Officer Class 2****Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 63113)**

Gazetted: 21 September 2023

Closing Date: 27 September 2023

Details: Margaret Hendry School is seeking an appropriately skilled and motivated professional to provide high level ICT and network support and advice to all staff and students. Your daily duties will include successfully resolving both familiar and unfamiliar ICT issues within tight timeframes. The position requires troubleshooting and analysis of Windows and Google operating systems, Office and third-party applications. You will possess sound technical understanding of a wide range of Microsoft and Google products, networks and print management. The position is responsible for monitoring and maintenance of data backup and retrieval systems, implementing improvements to ICT infrastructure, comprehensive asset management, and liaising with staff across the school, Directorate, Shared Services and external providers.

If you possess relevant experience and skills, we look forward to hearing from you. Please review the Position Description, and apply as per directed below.

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)

Highly Desirable: Completion, or enrolment in an associate diploma or higher qualification in Computing/Information Science; or significant relevant work experience (generally two or more years).

If you are seeking part-time work, please provide your availability between 8:30am and 16:51pm weekdays. The above full-time salary will be pro-rata. The successful applicant will be required to work independently or with minimal supervision and must have strong organisational and time-management skills.

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

How to Apply: Please submit a two-page written response addressing the "What You Will Do" and "What You Require" sections of the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work.

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

Contact Officer: Kate Woods (02) 6142 2800 or 0466 464 276 margarethendry@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 & Water**ACT NRM****Aboriginal NRM Project Delivery Officer****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 63075)**

Gazetted: 27 September 2023

Closing Date: 11 October 2023

Details: The Aboriginal Natural Resource Management (NRM) Project Delivery Officer is a field-based position that delivers programs collaboratively with the Ngunnawal and Aboriginal and Torres Strait Islander people across the ACT.

This position will provide innovative community engagement, cultural interpretation, heritage and land management activities that support the Ngunnawal people and the broader Aboriginal and Torres Strait Islander community to better manage our local cultural landscape.

The role will include providing programs for at-risk Aboriginal and Torres Strait Islander children involved in the justice system as well as supervise a team of field delivery officers. The team will be undertaking on-ground natural resource management restoration works crucial to the health of the cultural landscape.

In this role, the successful applicant will enjoy the opportunity to contribute to a fast-paced, highly collaborative and impactful work program within a network of enthusiastic, highly dedicated, and knowledgeable professionals.

Eligibility/Other requirements:

Mandatory:

Experience in 'On Country' program delivery including knowledge of Land Management.

Willingness and ability to undertake AMC Security Awareness Training.

Provide details of a NPC check or ability to undertake.

Manual Driver's licence.

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

Highly Desirable:

A Certificate in Conservation and Land Management (or equivalent) or evidence that you are currently completing such a qualification; otherwise, previous work experience in roles of a similar nature focusing on natural resource management in an environmental and or land management.

Land management field certificates i.e., chainsaw, Chem Cert, pole saw.

Current first aid certificate.

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

How to Apply: To apply for this role please submit your curriculum vitae alongside your response addressing the Skills, Knowledge and Behaviours listed in the selection criteria and details of two referees. Please limit responses to a maximum of 350 words per criterion

Applications should be submitted via the Apply Now button below.

Contact Officer: Jackson Taylor-Grant (02) 6207 5032 Jackson.Taylor-Grant@act.gov.au

Planning and Urban Policy

Strategic Planning and Policy Senior Director Senior Officer Grade A \$160,541 , Canberra (PN: 51076)

Gazetted: 25 September 2023

Closing Date: 09 October 2023

Weeks to Close: 2

Details: The Planning and Urban Policy division are seeking applications from highly motivated, experienced and suitably qualified individuals, who will think strategically, collaborate with others in providing creative and robust advice and who are proactive in leading tasks and people, to fill the role of Senior Director.

The role of Senior Director within the Planning and Urban Policy Division comprises working in a dynamic multi-disciplinary environment to deliver short, medium and long term strategic planning and policy projects, to facilitate integrated planning and land use and built form that is well planned, sustainable, and responsive to the strategic directions set by the ACT Government.

This team will play a key part in implementation of the new planning reforms and delivering a range of actions and initiatives as outlined in the District Strategies and the ACT Planning Strategy 2018. The focus of this temporary role is to lead and manage the strategic planning for future economic prosperity in East Canberra, and the establishment of a strategic governance framework for coordinated infrastructure planning, facilitation, and investment across the Territory to support a pipeline of land supply for housing, employment and community infrastructure to meet Territory growth. In this role you might also work on other strategic planning and policy projects across the Directorate and Territory as planning priorities evolve.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are united by our commitments to effectively deliver the Government's promise of effective and good planning.

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**

- Tertiary qualifications and experience in strategic land use planning, urban and regional planning and policy, social planning, urban economics, environmental policy or other relevant professional area.
- Extensive experience in managing and leading a team to deliver outcomes in a dynamic and fast-paced environment.

Notes: This is a temporary position available for a period of eight months with the possibility of extension up to less than 12 months.

Selection may be based on application and referee reports only. This position is located in a workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months. The ACT Government offers flexible working arrangements including working from home where appropriate.

How to apply: Applications are sought from potential candidates and should include a:

- Two-page pitch addressing the Selection Criteria
- Curriculum vitae
- Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Freya Obrien (02) 6205 8434 Freya.Obrien@act.gov.au

**Environment and Planning Climate Change & Energy Unit Programs Business & Economic Development
Technical Officer Administrative Services Officer Class 6 \$93,996 - \$107,322 , Canberra (PN: 46371)**

Gazetted: 26 September 2023

Closing Date: 10 October 2023

Details: The Climate Change and Energy Division is looking for energetic and well-organised technical officers to help deliver a range of targeted programs and services that empower the Canberra community to be sustainable, reduce emissions, and be energy efficient.

The successful applicants will work in partnership with a wide range of internal and external stakeholders to deliver program outputs and outcomes. Duties include develop, implement and evaluate programs, brief and report writing, stakeholder liaison and communication, and high-quality administration such as procurement and contract support.

The ACT remains a national leader in addressing climate change and promoting sustainability. The Climate Change and Energy Division delivers a comprehensive set of policies, programs, and community engagement activities to reach net zero emissions by 2045. This work is done in collaboration with all sectors including government, non-government, business, community, and households. This is an exciting opportunity to be part of Canberra's climate action and have a direct positive impact for the local community.

A temporary position for 2 years is available in the Program Delivery Branch for a technical officer to deliver the Community Clubs Energy Efficiency program. A technical background in energy systems would be an advantage.

Eligibility/Other requirements:

- Some after-hours and weekend work may be required.
- A current ACT or equivalent driver's licence is required.
- A technical background in energy systems such as complex HVAC would be an advantage.

Notes: This is a temporary position available immediately for a period of 24 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: Your application should include:

- Two-page supporting statement addressing Selection Criteria
- Curriculum vitae
- Contact details of two referees

Applicants are encouraged to contact the Contact Officer to learn more.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Bell (02) 6205 3697 Andrew.Bell@act.gov.au

**Planning and Urban Policy
Strategic Planning and Policy**

Assistant Director**Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 45274)**

Gazetted: 22 September 2023

Closing Date: 6 October 2023

Details: The Planning and Urban Policy division are seeking applications from highly motivated individuals, who will think strategically, collaborate with others in providing creative and robust advice and who are proactive in leading tasks and people, to fill the role of Assistant Director.

The role of Assistant Director within the Planning and Urban Policy Division comprises working in a dynamic multi-disciplinary environment to deliver short, medium and long term strategic planning and policy projects, to facilitate integrated planning and land use and built form that is well planned, sustainable, and responsive to the strategic directions set by the ACT Government.

This team will play a key part in implementation of the new planning reforms and delivering a range of actions and initiatives as outlined in the District Strategies and the ACT Planning Strategy 2018. The focus of this temporary role is assisting in leading and managing the establishment of a strategic governance framework for coordinated infrastructure planning, facilitation, and investment across the Territory to support a pipeline of land supply for housing, employment and community infrastructure to meet Territory growth. In this role you might also work on other strategic planning and policy projects across the Directorate and Territory as planning priorities evolve. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are united by our commitments to effectively deliver the Government's promise of effective and good planning.

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:

Tertiary qualifications and/or relevant industry/professional experience in town/urban planning, urban policy, architecture, landscape architecture, urban design, environmental planning or a related field.

Notes: This is a temporary position available for up to 12 months. Selection may be based on application and referee reports only. This position is located in a workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months. The ACT Government offers flexible working arrangements including working from home where appropriate.

How to Apply: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Trina McFarlane (02) 6207 1920 Trina.McFarlane@act.gov.au

Justice and Community Safety

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

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

ACT Courts and Tribunal**ACT Civil and Administrative Tribunal****Senior Team Leader****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 45302)**

Gazetted: 27 September 2023

Closing Date: 11 October 2023

Details: The ACT Civil and Administrative Tribunal (ACAT) is looking for a Senior Team Leader to join the ACAT Registry. The ACAT is a fast-paced, dynamic, and unique work setting, delivering high quality services to tribunal users. Our registry teams provide a high level of support and assistance to tribunal members, and enable quick, simple, and inexpensive access to justice through the provision of effective administrative services.

We are looking for an independent, proactive, and resilient leader who can lead and guide teams in a demanding operational environment. The successful candidate will be a keen problem-solver with a sound ability to think

critically and strategically about the work we do, and is passionate about improving existing procedures, workflows, and processes.

Our ideal candidate will be experienced in building high-performing, cohesive teams and practiced at achieving a positive and constructive workplace culture. You will be highly skilled and effective in building capability among individuals and the team itself. You will implement and deliver on organisational objectives, and be empowered to think creatively about supporting staff, delivering exceptional client service, and driving innovative work practices. If this sounds like you, we want to hear from you!

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

Note: A Merit Pool will be established from this selection process and may be used to fill identical vacancies.

How to Apply: Applicants should provide:

Current curriculum vitae

Details of two referees (one of which must be your current supervisor/manager)

A personal pitch (no more than **two** pages) addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cody Parker (02) 6207 1474 Cody.Parker@act.gov.au

Assistant Commissioner, Corporate, ACT Emergency Services Agency

Temporary Vacancy (30 October 2023 to 31 March 2024 with the possibility of extension)

Justice and Community Safety Directorate

ACT Emergency Services Agency

Position: E1197

(Remuneration equivalent to Executive Level 1.4)

Circulated to: #ACTPS Band 1 Executive; #ACTPS, SOGA; #MPC Infrastructure Managers

Date circulated: 27 September 2023

The Justice and Community Safety Directorate is seeking expressions of interest from suitably experienced candidates to temporarily fill the role of Assistant Commissioner, Corporate, ACT Emergency Services Agency (ESA). Reporting to the Commissioner, the Assistant Commissioner, Corporate ensures the corporate functions support the operational emergency services of ESA. The Assistant Commissioner, Corporate is also accountable for all ESA functions including health and wellbeing, financial management, and governance to the operational emergency services.

The Assistant Commissioner, Corporate is a pivotal member of the ESA leadership group and in partnership with the Chief Officers, ESA executives and the broader senior leadership team, models the highest levels of collaboration to achieve strategic outcomes.

The ideal candidate will have a strong understanding of corporate services functions possess high-level strategic leadership qualities and a demonstrated ability to develop robust relationships across non-government organisations local, national and Commonwealth levels.

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

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

To apply: Interested candidates are requested to submit an application of no more than one page, as well as a current curriculum vitae and the name and contact details of two referees to Wayne Phillips via email at wayne.phillips@act.gov.au by COB Wednesday 4 October 2023.

Contact Officer: Wayne Phillips (02) 6207 9469 wayne.phillips@act.gov.au

Legislation, Policy and Programs

Civil and Regulatory Law

Liquor, Racing and Gaming Policy

Director, Strategic Engagement and Policy

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 58456)

Gazetted: 27 September 2023

Closing Date: 11 October 2023

Details: An exciting opportunity exists to make a real and lasting impact on gambling regulation and gambling harm reduction in the Territory. Under the Parliamentary and Governing Agreement of the 10th Assembly the ACT Government has committed to;

"Introduce the harm reduction measures of \$5 bet limits and \$100 load-up limits following a thorough review and transitional plan to manage impacts on clubs, particularly smaller clubs that upgrade machines less regularly. A staged rollout of this reform should commence by the end of 2022 at the latest."

As part of a small project team, the Director, Strategic Engagement and Policy is required to focus on managing the impact of reform for both industry and government, with the aim of mitigating risk and strengthening the benefits of change to the Territory and key stakeholders. The position is responsible for ensuring stakeholders and the community are informed and, where possible, have meaningful opportunities to provide feedback and be involved in legal and regulatory change. The Change Manager will work closely with other members of the taskforce including a project manager, senior policy officer, lawyers and subject matter experts.

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

Eligibility/Other requirements: Relevant qualifications in business, economics, management, communication or human resources are desirable.

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

How to Apply: Please provide a written application that addresses the requirements of the position in a two-page pitch, along with your curriculum vitae, the names of two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Sparke (02) 6207 0580 Megan.Sparke@act.gov.au

Strategic Policy and Programs

Assistant Director

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 51248)

Gazetted: 27 September 2023

Closing Date: 11 October 2023

Details: The Strategic Policy and Programs Branch has an important and unique role working across the Justice and Community Safety Directorate and ACT Government to support the Director General and Deputy Director General, Community Safety on identified priority projects and managing strategic relationships in the community safety space. The Branch provides policy and program design in collaboration with business units on identified priority issues, on a project basis.

The Branch has an exciting opportunity for an Assistant Director at the SOG C level. This is a diverse and interesting role as part of a small high functioning Branch, who work collaboratively and support each other in meeting critical timeframes.

The successful applicant will provide administrative support for project development and management across the branch, lead secretariat and coordination work for executive forums, contribute to policy advice and develop ministerial and executive briefings, as well as ad hoc tasks to support JACS executives. The role will also support the development of evidenced based community safety initiatives through working collaboratively with stakeholders, synthesising research and analysis and drafting project/program proposals.

Current priorities of the branch include supporting commissioning processes, cross government housing initiatives for those engaged in the justice system, feasibility and scoping for electronic monitoring, supporting ACT participation and progressing priorities of the Justice Policy Partnership under the Closing the Gap Agreement and supporting cross government executive forums.

To be successful in the role you will need to be a strategic thinker, agile, have sound stakeholder management, communication, administrative, governance and organisational skills and the ability to coordinate and work well within a small 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: Relevant tertiary qualifications are not required but will be highly regarded.

The occupant of this role will be required to undergo a Police Check.

Notes: This is a temporary position available immediately until 17 September 2024 with the possibility of permanency.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Hybrid working arrangements and part time options are available. Please note, under Activity Based Working arrangements, officers will not have a designated workstation/desk.

How to apply: Applicants should submit:

A two-page pitch (maximum) describing your skills, knowledge, behavioural capabilities, and experience relative to the requirements of the Position Description.

A current curriculum vitae

Details of two referees, including your current supervisor

Applications should be submitted via the Apply Now button below.

Contact Officer: Kym Copeman (02) 6205 3749 Kym.Copeman@act.gov.au

Legislation, Policy and Programs

Justice Reform Branch

Policy/Programs Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 42677)

Gazetted: 26 September 2023

Closing Date: 10 October 2023

Details: The Justice Reform Branch drives the ACT Government's justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending. The Branch develops and administers policy and program initiatives related to reducing recidivism, crime prevention, restorative practices and Restorative City, victims of crime and disability justice. It is also responsible for managing the ACT Government's arrangements for ACT Policing.

In this role, working closely with the Director and Senior Director and other members of the branch, you will undertake a range of activities that may include:

Managing procurement and programs to deliver crime prevention and community cohesion outcomes.

Supporting cross government governance and oversight processes, including managing working groups and high-level steering committees.

Strategy and policy development in areas such as disability justice, reducing reoffending and crime prevention.

Engaging with a range of justice system stakeholders on policy development and operational impacts.

These positions would suit candidates with diverse experience and expertise including criminology and sociology, social policy development, legal qualifications or program development and management. They provide an exciting opportunity to join a dynamic team and support delivering policy and programs that make a significant contribution to the Government's justice reform agenda with a tangible impact on 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: Relevant tertiary qualifications or experience in similar justice policy or program roles is highly desirable but not essential.

Notes: This is a temporary position available immediately for 12 months with the possibility of permanency. A merit pool will be established from this selection process and 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: In two pages or less, tell us why you are the best person for the role, addressing the Professional and Behavioural capabilities outlined in the Position Description. Submit your application together with a copy of your current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew McIntosh (02) 6207 0550 Andrew.McIntosh@act.gov.au

ACT Corrective Services

Corporate Services

Security Systems Administrator

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 53187)

Gazetted: 26 September 2023

Closing Date: 10 October 2023

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Security Systems Administrator (ASO6) within the Information, Security and Business Solutions Unit.

The successful applicant will be required to administer, support and co-ordinate changes to the portfolio of systems and related infrastructure used at the Alexander Maconochie Centre (AMC). You will also be responsible for maintaining and performing on-site support of hardware, software and network devices for components of various systems.

In addition, you will assist with the deployment of various Information Communication Technology (ICT) and security systems projects and co-ordinate with vendors and suppliers for system changes, upgrades and outages. You will also assist in the creation and maintenance of ICT and security systems reports, asset management registers and other record keeping activities.

Further to this, you will perform user account management tasks including gaining appropriate approvals, creating users, assigning privileges, monitoring activity, removing privileges and performing audits.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders, in addition to high level conceptual and analytical skills.

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

Eligibility/Other requirements:

Australian Citizenship mandatory

Relevant tertiary qualifications or experience is desirable.

Background / Security clearance checks will be conducted

Existing AGSVA Security Clearance desirable.

Driver's license is essential.

This position does require a pre-employment medical

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

How to apply: To apply, applicants are required to submit three items: (1) a one to two page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a copy of your driver's licence; and (3) a current curriculum vitae including the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Moerman (02) 6207 4338 Mark.Moerman@act.gov.au

Emergency Services Agency

Assistant Commissioner Operations

Director, Sustainability and Fleet

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 61939)

Gazetted: 26 September 2023

Closing Date: 10 October 2023

Details: The Emergency Services Agency is seeking a skilled, motivated, and future focused person to fill the position of Director, Sustainability and Fleet. You will lead a proactive team responsible for supporting ESA's operational capability to deliver a vehicle replacement program that will meet the ACT Government Climate Change Strategy through the procurement of low emission and zero emission vehicles into the ESA fleet.

Your role will ensure thorough and responsible management of ESA vehicles and associated equipment, while transitioning the ESA to a lower emissions future. Development and maintenance of robust partnerships with stakeholders across the Agency, broader ACT Government and industry is essential.

This role will also provide high quality and timely reporting, briefs and advice to senior management, executives, and business units.

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.

Further information is included in the attached position description.

Eligibility/Other requirements:

Previous experience in managing a fleet of vehicles or implementation of sustainability programs would be an advantage.

This position requires a Working with Vulnerable People Check.

A 'C' Class Driver's licence is essential.

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: Potential candidates should include a supporting statement of no more than two (2) pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description. Applicants should also attach a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Jones (02) 6207 5967 Jason.Jones@act.gov.au

Office of the Director of Public Prosecutions (ACT)

Legal Services

Paralegal Training Officer

Paralegal Grade 4 \$84,749 - \$89,705 (Retention Point DPP Only \$92,802), Canberra (PN: 04209)

Gazetted: 25 September 2023

Closing Date: 9 October 2023

Details: The ACT Office of the Director of Public Prosecutions was established by the *Director of Public Prosecutions Act 1990* (the Act) to institute, conduct and supervise prosecutions and related proceedings. It comprises the Director of Public Prosecutions (the Director), an independent statutory officer appointed by the ACT's Executive branch of Government, and staff employed under the *Public Sector Management Act 1994*, to assist the Director.

Our Vision:

A prosecution service that is independent, confident, efficient and effective, delivering justice for all and making the community safer.

A prosecution services focussed on professionalism.

Trusted prosecutors who exercise sound judgement.

Independent in our decision-making, making prosecution decisions free from emotion, improper influence and in the interests of justice.

Transparent, accountable, and fair in our decision making.

Flexible, streamlined and efficient in how we work.

Our Mission:

Maintain the integrity of the office.

Be visible and responsive to the community.

Be sensitive to the needs of the victim, ensuring that victims are supported, and their voices are heard.

Operate fairly, protecting the innocent and upholding the rule of law.

Argue for appropriate punishments that are focused on addressing the causes of offending.

Our Values:

Treat everyone with respect.

Be independent and fair.

Behave professionally and constantly strive for excellence.

Be honest and open.

Position Overview:

The ACT Director of Public Prosecutions is the independent prosecutions authority of and for the Australian Capital Territory and is seeking to fill the role of Paralegal Training Officer. In addition to performing the ordinary functions of a Grade 3 Paralegal, the core role of the Paralegal Training Officer is to assist in providing training, guidance and professional development for paralegals within the Office. The successful applicant will be required to develop, organise and deliver training manuals and modules. It is expected that the occupant of this role will focus on the training requirements for approximately one day per week.

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

Eligibility/ Other Requirements:

The successful applicant will be required to undergo a criminal record check.

A merit pool may be established to fill identical vacancies over the next 12 months.

Note that this position requires the right person to work in the office five (5) days per week.

How to Apply: Please submit a written “pitch” of no more than two pages responding to the capabilities listed under ‘What You Require’ in the Position Description, along with your current curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margaret Smith (02) 6207 5399 Margaret.Smith@act.gov.au

Security and Emergency Management Division

Security Branch

Director, Government Continuity Project

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 63045)

Gazetted: 25 September 2023

Closing Date: 9 October 2023

Details: Are you looking for the right project to leverage your skills and experience to support effective whole-of-government capabilities to prepare and respond to an emergency or business disruption? If so, you could be the Director we're looking for!

We are looking for the right person to join our small, high-functioning team to lead the Government Continuity Project; developing government capabilities, de-conflicting business continuity plans and implementing effective ongoing governance arrangements to ensure government continuity.

We are looking for someone who has a passion for developing innovative solutions within complex organisations and a proven record in collaboration to achieve successful program delivery within deadlines. You will need to have strategic and critical thinking abilities to harness information and opportunities to effect positive change, and be skilled at working collaboratively with colleagues at all levels.

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:

An understanding of *ISO 22301: Business Continuity Management Standard* is desirable.

Experience in change management in complex organisations is desirable.

Notes: This is a temporary position available immediately until 28 June 2024. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a two-page application addressing the Skills, Capabilities and the job Specific Criteria and a current curriculum vitae with details of two referees, including a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laila Kazak (02) 6207 9289 Laila.Kazak@act.gov.au

ACT Corrective Services

Offender Reintegration

Sentence Administration Section

Senior Sentence Administration Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 44695)

Gazetted: 22 September 2023

Closing Date: 6 October 2023

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated, values-driven professional to join Offender Reintegration as a Senior Sentence Administration Officer.

The Senior Sentence Administration Officer will be responsible for the timely and accurate administration of detainee sentences, working closely with internal and external stakeholders to administer sentence calculations and clarifications. You will also administer jurisdictional transfers of prison sentences, parole orders and community-based sentences, ensuring compliance with Sentence Administration legislative requirements.

In addition, you will maintain accurate and up to date sentence calculations, associated databases and statistics and monitor their administration.

Further to this, you ensure the provision of high quality written and verbal advice to the Courts and releasing authorities, and responses to requests and questions from Senior Management.

To be successful, you will possess exceptional communication and interpersonal skills necessary to build rapport with a diverse range of stakeholders.

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

Eligibility/Other requirements:

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)

Current Driver's Licence.

Relevant tertiary qualifications or management experience is highly desirable.

Notes: This is a temporary position available for up to 12 months.

How to Apply: To apply, applicants are required to submit three items:

One to two page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements.

Copy of your driver's licence.

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: Amanda Corcoran (02) 6207 0744 Amanda.Corcoran@act.gov.au

Emergency Services Agency

Assistant Commissioner Corporate

Finance

Assistant Director, Finance

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 45751, several)

Gazetted: 22 September 2023

Closing Date: 15 October 2023

Details: Are you a numbers person? Do you like to budget? Can you provide analysis to determine how best to spend public funds? The ACT Emergency Services Agency Finance team is looking for TWO financial guru's to provide expert advice to the Senior Director Finance, the Executive Branch Manager Finance, and the wider ESA Executive team.

The Assistant Director, Finance will undertake the day-to-day financial management activities such as financial reporting, budget development and management, costing and pricing, business analysis, internal assurance, accounts payable and receivable management as well as providing advice on strategic matters.

In addition, this role will develop high-level business case submissions, reports and correspondence; and liaise with other ACTPS directorates and external stakeholders on behalf of the business unit. Further to the above, you will perform a critical role as the Executive Officer of the ACT & Southeast NSW Aeromedical Service in conjunction with the *Corporations Act 2001*.

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: For further information, please see the attached position description.

Relevant Financial or Accounting or equivalent qualifications, or significant progress toward gaining them, or relevant experience is highly desirable.

Experience in the use of complex spreadsheets and financial management systems such as TM1 is desirable.

Membership to an Australian professional accounting body or progress towards gaining this will be beneficial.

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

Selection method:

How to Apply: Potential candidates should include a supporting statement of no more than two (2) pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description. Applicants should also attach a current curriculum vitae including the details of two referees. *Selection may be based on application and referee reports only.*

Applications should be submitted via the Apply Now button below.

Contact Officer: Cherry Wang (02) 6205 3441 Cherry.Wang@act.gov.au

ACT Corrective Services

Custodial Operations

Detainee Services

Chef

Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: C09472, Several)

Gazetted: 21 September 2023

Closing Date: 5 October 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and conscientious individuals to fill the position of Chef (ASO3), within Detainee Services at the Alexander Maconochie Centre (AMC). As a Chef you will work under the limited supervision of the AMC Head Chef to deliver a wide range of catering and food services to the AMC. The AMC kitchen is a fully equipped medium sized commercial kitchen that provides catering services to the AMC detainees as well as the staff cafeteria.

In addition, you will supervise, coach, train, instruct and work with detainees within a commercial kitchen to develop work skills. Enhancing their post release employment opportunities, thereby potentially reducing the risk of reoffending.

Further to this, you will effectively contribute to the daily operations of the AMC kitchen including production, stock control and rotation and menu development. You will also maintain equipment by undertaking user serviceable repairs and maintenance, as well supervising service provision from external providers.

This position involves direct supervision of up to 14 detainees working in the AMC Kitchen.

The successful applicant will demonstrate the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

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

Eligibility/Other Requirements:

Certificate III or higher in commercial cookery or equivalent highly desirable.

Eligible candidates will be required to undergo a criminal history check.

Applicants may be required to undertake psychological aptitude testing as part of the assessment process.

Driver's licence Class C is essential.

This position may require a pre-employment medical.

This position requires a Working with Vulnerable People Check.

Note: These are casual positions, available for up to 12 months, with the possibility of permanency. The full time salary noted above will be paid pro rata.

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all required items.

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

Contact Officer: Cameron Watling (02) 6205 1094 Cameron.Watling@act.gov.au

ACT Corrective Services

Offender Reintegration

Reintegration

Alexander Maconochie Centre (AMC) Induction and Screening Case Manager

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 37131)

Gazetted: 21 September 2023

Closing Date: 5 October 2023

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Offender Reintegration as the Alexander Maconochie Centre (AMC) Induction and Screening Case Manager (ASO6).

This position is based at the AMC and is responsible for ensuring effective inductions, screenings and orientations are undertaken for all detainees once they enter the AMC, ensuring they have their immediate welfare needs met and are provided with appropriate and relevant information and support.

In addition, you will ensure any identified support needs are addressed either directly or through referrals to culturally sensitive services.

Further to this, you will monitor and support detainee progress in accordance with the ACTCS Rehabilitation Framework and develop and refine the ability to recognise a need for and deliver brief interventions on targeted topics, with the purpose of supporting a rehabilitative culture.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

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

Eligibility/Other requirements:

Experience working with offenders and relevant tertiary qualifications are highly desirable.

Background police checks will be conducted.

This position requires a pre-employment medical.

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

How to apply:

Applicants are required to submit two items:

A one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; and

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Kenna (02) 6207 1560 Peter.Kenna@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

Light Rail

Project Controls and Governance

Risk and Change Manager

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 53780)

Gazetted: 25 September 2023

Closing Date: 9 October 2023

Details: Are you our new Risk and Change 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 Risk and Change Manager will report to the Senior Director Project Controls and is responsible for the management of Light Rail Stage 2 risk and change processes in accordance with existing the project governance framework and Directorate policies.

Eligibility/Other requirements:

Desirable

Experience in a similar role within a project environment will be highly regarded.

A good working knowledge of Objective and Microsoft Office.

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

How to apply: Please submit no more than a two page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandria Furlong (02) 6207 9232 Alexandria.Furlong@act.gov.au

Light Rail

Construction Surveillance Officer

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 40936)

Gazetted: 21 September 2023

Closing Date: 5 October 2023

Details: Are you our new Construction Surveillance Officer for Light Rail Stage two?

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 position is a key role within the Light Rail project team and is part of the Construction Branch. The Construction Branch is responsible for coordination and management of the various Construction interfaces associated with the Design and Delivery of the project.

The Surveillance Officer will report to the Construction Manager and is also required to liaise closely with staff and project advisors across the Agency, Project Co, Independent Certifier, National Capital Authority, Technical Advisor/s and within the ACT Government as necessary.

Eligibility/Other requirements:

Required:

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

Hold a relevant building degree; or

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

The following will be highly regarded:

Experience in the delivery of transportation assets and infrastructure within an urban environment.

Relevant qualifications or equivalent experience in Construction.

Knowledge of the ACT Government environment, including understanding of legislation as it applies to this project, particularly WHS.

Current C class driver's license.

Good working knowledge of WHS requirements in construction.

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. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

How to Apply: Please provide copies of relevant degrees and qualifications as per the mandatory requirements outlined in the Position Description. Applicants must submit a current curriculum vitae and a response to the Selection Criteria.

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
Governance & Corporate Services
Project Management Office
Senior Director, Project Management Office
Senior Officer Grade A \$160,541, Canberra (PN: 48638)

Gazetted: 26 September 2023

Closing Date: 3 October 2023

Details: The Suburban Land Agency is seeking a motivated individual to fill this position leading the Project Management Office.

This Senior Director, Project Management Officer supports the Agency in delivering its key objectives outlined in the Statement of Intent (SOI) through the provision of leadership and support to Suburban Land Agency staff and project teams to assist in the delivery of successful programs, projects and procurement outcomes.

This position is responsible for the Agency's project management and procurement frameworks including the continuous improvement and implementation of best practice project management and procurement policy, procedure, assurance activity and reporting.

A full list of duties and responsibilities can be found in the attached Position Description.

Eligibility/Other requirements: Relevant tertiary qualification or over 5 years' experience in a similar procurement and/or project management role is highly desirable.

Notes: This is a temporary position available immediately for a period of three 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. 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 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: Ned McRae (02) 6207 2753 Ned.McRae@act.gov.au

Transport Canberra and City Services

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

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

City Services
ACT NoWaste
Director, Service Design and Delivery
Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 38255)

Gazetted: 27 September 2023

Closing Date: 25 October 2023

Details: An exciting opportunity to lead the design and delivery of a waste management and emissions reduction program with a focus on design, planning, procurement and service transition.

The role undertakes general and complex planning and procurement activities and requires ability manage resources effectively to deliver programs in a timely and efficient manner. This role requires an understanding of procurement processes and requirements, policy and legislative implications, contract development and management.

The role requires an understanding of the ACT waste policy context and will provide input regarding business improvement programs.

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance.

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 required to submit a written response addressing the Selection Criteria in the Position Description. Please take into consideration the “What you require” section outlined Position Description when addressing how you have demonstrated the selection criteria. Please limit your response to three pages or less. Please provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margaret Kitchin (02) 6207 7623 Margaret.Kitchin@act.gov.au

Transport Canberra and Business Services

Transport Canberra Bus Operations

Bus Operations

Bus Allocator

General Service Officer Level 4 \$58,857 - \$61,181, Canberra (PN: 36996)

Gazetted: 26 September 2023

Closing Date: 10 October 2023

Details: Transport Canberra is looking for a reliable individual with sound verbal and written communication skills. The bus allocator is responsible for coordinating bus resources to ensure Transport Canberra meets daily operational requirements and service reliability. The successful applicant will have strong communication skills, the ability to perform physical tasks and can work as part of a team or independently with minimal supervision and a strong commitment to Work Health and Safety.

Eligibility/Other Requirements:

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Driver's licence C class is essential.

This position does require a pre-employment medical

Note: A merit pool will be created to fill identical vacancies should they arise over the next 12 months.

How to Apply: Please address the four points listed under the ‘Selection Criteria’ section of the Position Description in no more than two A4 pages. Please submit a current copy of your curriculum vitae with work history recorded in chronological order and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Malcolm Howard (02) 6207 7640 Malcolm.Howard@act.gov.au

City Services

City Presentation

Urban Treescapes

Senior Administration Officer – Tree Protection

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 62830)

Gazetted: 26 September 2023

Closing Date: 10 October 2023

Details: Do you thrive in a busy administrative environment providing support to equally supportive managers and team members?

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

Urban Treescapes manages and maintains more than 809,000 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Tree Protection Act 2005* (soon to be replaced by the *Urban Forest Act 2023*); the assessment of tree related claims; and the provision of technical advice on tree related matters.

Applications are invited to fill the full-time vacancy of Senior Administration Officer – Tree Protection beginning as soon as possible.

As the Senior Administration Officer in the Tree Protection Unit, you will be responsible for providing high-level administrative support to the Tree Protection Unit and the Director and Assistant Director, Tree Protection.

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 will be established from this selection process and may be used to fill vacancies over the next 12 months. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk). ABW transforms the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

How to Apply: Applications should include:

A statement of no more than four pages addressing the selection criteria section, taking into consideration the 'what you require' section, in the Position Description.

A current curriculum vitae.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Samantha Ning (02) 6207 5878 Samantha.Ning@act.gov.au

Chief Operating Officer Group

Finance

Senior Director, Finance Business Partners

Senior Officer Grade A \$160,541, Canberra (PN: 39371)

Gazetted: 26 September 2023

Closing Date: 10 October 2023

Details: As a senior leader within Transport Canberra and City Services (TCCS) this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives.

Eligibility/ Other Requirements:

Relevant tertiary qualifications in a 'business' related discipline, including accounting is highly desirable. Professional membership CIMA, CPA or CA membership is highly desirable.

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

How to Apply: Please submit a two-page written response in the form of a 'pitch' addressing the position requirements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Pedersen 0439642372 Andrew.Pedersen@act.gov.au

Territory & Business Services

Libraries ACT

ACT Heritage Library

Programs Librarian

Professional Officer Class 1 \$64,473 - \$89,398, Canberra (PN: 18586)

Gazetted: 25 September 2023

Closing Date: 2 October 2023

Details: Libraries ACT is a vibrant service that constantly re-invents itself to meet emerging community needs and expectations. Our vision is Literacy and Learning for Life and our branches deliver traditional book-based services as well as many learning programs and opportunities for the community to come together. Based across 11 sites, including ACT Heritage Library, Libraries ACT is integral to Canberra's literacy, self-education and learning, social inclusion, digital inclusion, and citizenship.

The Programs Librarian position responsible for developing programs and relationships to promote the collections and services of the ACT Heritage Library. This position requires extensive liaison between Libraries ACT branches

and operations, digital, lifelong learning, collections, services, and business administration areas, as well as with other businesses within Transport Canberra and City Services, other ACT Government Directorates, and external organisations.

Eligibility/Other requirements:

Recognised tertiary qualifications in library and information studies (as defined by ALIA), archives administration, cultural heritage of digital services.

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)

This position requires a pre-employment medical.

ACT Heritage Library operates six days a week and so this position requires working weekday and weekend shifts on a fortnightly roster.

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

How to Apply: Please submit a response to selection criteria and up to date curriculum vitae, including the names and details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Suzy Nunes (02) 6205 4763 Suzy.Nunes@act.gov.au

Transport Canberra and Business Services

Domestic Animal Services

Animal Licences and Permits Officer - Domestic Animal Services

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 43912)

Gazetted: 21 September 2023

Closing Date: 5 October 2023

Details: Based at the Domestic Animal Services facility in Symonston, the Animal Licences and Permits Officer plays a key role in our enforcement of the *Domestic Animal Act 2000* and *Animal Welfare Act 1992*. This role is responsible for processing and monitoring of licences, permits, and assistance animal accreditations. They work closely with the Ranger team to prioritise and schedule premises inspections and compliance checks to support licencing and permit requirements.

The role also conducts monitoring and scheduling of compliance checks of dogs which are declared Dangerous Dogs under the *Domestic Animals Act 2000* and are living in the ACT community.

Notes: This is a temporary position available immediately for three months with the possibility of extension up to nine 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: Applicants must address each selection criteria (up to 350 words per criteria). Please take into consideration the "What you require" section when addressing how you have demonstrated the selection criteria. Applicants must also supply a current curriculum vitae and contact details of two references.

Applications should be submitted via the Apply Now button below.

Contact Officer: Holly Tiburzi Hart (02) 6207 5107 HollyTiburzi.Hart@act.gov.au

City Services

Infrastructure Delivery and Waste

Executive Assistant

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 40841)

Gazetted: 22 September 2023

Closing Date: 6 October 2023

Details: If you are well-organised, reliable and interested in working in a supportive environment with flexible work options, we would love to hear from you!

Infrastructure Delivery team is looking for an experienced Executive Assistant to provide high-level executive and administrative support for the Executive Branch Manager (EBM), Infrastructure Delivery.

The role will manage the diary of the EBM including arranging and scheduling meetings and appointments, the coordination and review of incoming and outgoing communications including screening of various forms for approval, the tracking and management of incoming and outgoing documents using Objective and provide

secretariate support for executive and senior management meetings including the preparation of agendas, meeting papers and minutes of meetings.

The successful candidate will have a high regard for confidentiality, excellent organisational skills, an ability to prioritise while supporting a diverse team, effective communication skills as well as the ability to exercise good judgement in a variety of situations.

Please see attached **Position Description** for further information.

Note: This position is part-time at 29:40 hours per week and the full-time salary noted above will be pro-rata. full-time hours will be considered. 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 address the Selection Criteria and limit responses to 250-300 words (maximum) against each of the criteria. Please take into consideration the "What You Require" section outlined in the Position Description when addressing how you have demonstrated the selection criteria.

Applications should also include a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kae Harradine (02) 6205 3508 Kae.Harradine@act.gov.au

City Services

ACT NoWaste

Strategic Coordination and Planning

Assistant Director Quality Assurance and Procurement

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 33638)

Gazetted: 21 September 2023

Closing Date: 9 October 2023

Details: Do procurement, contract and business improvement processes make your heart sing? Do you have an eye for granular detail, while also thinking strategically about the bigger picture? Are you passionate about sustainable resource management? If so, look no further! The Assistant Director, Quality Assurance and Procurement, is the branch quality assurance and procurement specialist. The position sits within the Strategic Coordination and Planning (SCP) team and has two core responsibilities: managing procurement and contract advice, support and reporting for the branch; and driving a program of quality assurance, business process mapping and other business improvement activities relating to procurement and contract management.

We are looking for an experienced professional with demonstrated stakeholder engagement and communications skills to inspire, energise, and positively influence team and individual outcomes. You will be proactive and motivated, providing high-level advice and support to the branch, drawing on extensive procurement, contract management and quality assurance experience. You will be a catalyst for change, paying keen attention to how processes might be improved, and possessing the organisational, writing and communication skills to implement those improvements.

ACT NoWaste branch within the Transport Canberra and City Services Directorate is unique in recycling and waste management in Australia. We work across both state/territory and local government-level functions, which provides opportunities to deliver sustainable services to the ACT community and influence and contribute efforts to improve waste management outcomes at local, regional, and national levels. We make a difference to our community, seeking to reduce waste, increase reuse and recycling, contribute to action on climate change and support the ACT's transition to a more circular economy.

Eligibility/Other requirements:

Qualifications and experience relevant to the duties of the position (particularly Government, Procurement, Contract and Project Management) are highly desirable.

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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

How to apply: Applications should include:

A statement of no more than three pages directly addressing the 'Selection Criteria' section of the Position Description.

A current curriculum vitae.

Contact details of at least two recent referees who can speak to your capability against the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah May (02) 6205 2790 Sarah.May@act.gov.au

APPOINTMENTS**ACT Health****Registered Nurse Level 4.3 \$149,388**

Katherine Jones, Section 68(1), 25 September 2023

Health Professional Level 2 \$70,679 - \$97,028

Paul MacDonald, Section 68(1), 25 September 2023

Senior Information Technology Officer Grade B \$135,355 - \$152,377

Arvin Sibug, Section 68(1), 21 September 2023

Senior Officer Grade B \$138,476 - \$155,668

Heather WALLACE, Section 68(1), 19 September 2023

Canberra Health Services**Infrastructure Officer 3 \$115,193 - \$126,450**

Adetunji Aina, Section 68(1), 25 September 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sujana Basnet, Section 68(1), 26 September 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Joanna Davies, Section 68(1), 26 September 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Fiona Gregory, Section 68(1), 25 September 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Baiwen Hou, Section 68(1), 28 September 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Janine Lourensz, Section 68(1), 28 September 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sarita Luitel Upreti, Section 68(1), 28 September 2023

Assistant in Nursing \$55,927 - \$57,820

Sumitra Paudel, Section 68(1), 6 September 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Gemma Pearce, Section 68(1), 28 September 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Nisha Poullose, Section 68(1), 28 September 2023

Health Professional Level 2 \$70,679 - \$97,028

Michael Powell, Section 68(1), 4 October 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Rohini Shakya, Section 68(1), 25 September 2023

Assistant in Nursing \$55,927 - \$57,820

Anup Shreshtha Nhemaphuki, Section 68(1), 28 September 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Poonam Tamang, Section 68(1), 7 September 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Joshua Tran, Section 68(1), 28 September 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Jun Hyun Yoon, Section 68(1), 28 September 2023

Canberra Institute of Technology

Administrative Services Officer Class 6 \$93,996 - \$107,322

Emmanuel Ametowanou, Section 68(1), 22 September 2023

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 5 \$87,364 - \$92,370

Siamak Azarmvand, Section 68(1), 20 September 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Kiara Papasidero, Section 68(1), 25 September 2023

Administrative Services Officer Class 4 \$78,785 - \$85,159

Chittima Reed, Section 68(1), 21 September 2023

Senior Information Technology Officer Grade C \$114,928 - \$123,710

Douglas Thomson, Section 68(1), 24 September 2023

Administrative Services Officer Class 3 \$72,889 - \$78,177

Yang Wang, Section 68(1), 28 September 2023

Community Services

Administrative Services Officer Class 5 \$87,364 - \$92,370

Shekinah DELOS SANTOS, Section 68(1), 21 September 2023

Health Professional Level 2 \$70,679 - \$97,028

Natsai Jekemu, Section 68(1), 25 September 2023

Child and Youth Protection Professional Level 4 \$123,373 - \$132,376

Jessica Riley, Section 68(1), 25 September 2023

Cultural Facilities Corporation

Senior Officer Grade A - \$157,201 - \$157,201

Kenneth Gibson – 1 July 2023

Level 4 Technical - \$72,566

Antony Love – 12 September 2023

Level 4 Technical - \$72,566

Antony Hateley - 12 September 2023

Education**Classroom Teacher \$75,004 - \$117,538**

Veronica Munoz Acurio, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Sally Goodspeed, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Alison Bos, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Ashlyn Diggins, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Blair Merton, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Charles Shaw, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Chloe Gleeson, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Demi Chen, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Jeffrey Emerson, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Jenny Howard, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Justin Hughes, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Katrina Livanes, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Keira Bobbin, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Kristina Delbridge, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Lachlan Butler, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Leonie Blenkiron, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Melissa Nisbet, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Meredith Ennis, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Osman Adam, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Rachel Santos, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Rhiannon Call, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Silvana Olsen, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Taylor Rains, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Teah Fogarty, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Therese Slater, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Yasmin Hassan, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Yingyu Ding, Section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Young Lee, Section 68(1), 9 October 2023

Administrative Services Officer Class 5 \$87,364 - \$92,370

Claire Abigail, Section 68(1), 26 September 2023

Building Service Officer 3 \$75,931 - \$80,136

Robert Noordhuis, Section 68(1), 22 September 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Bozana Pasic, Section 68(1), 25 September 2023

School Assistant 4 \$72,353 - \$78,207

Joshua Pokoney, Section 68(1), 20 September 2023

School Assistant 2/3 \$53,566 - \$64,989

Zoe Taylor, Section 68(1), 19 September 2023

Environment, Planning and Sustainable Development

Senior Officer Grade B \$138,476 - \$155,668

Erin Chancellor, Section 68(1), 20 September 2023

Technical Officer Level 4 \$91,315 - \$104,509

Geethaka Fernando, Section 68(1), 25 September 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Angela Gjorsoska, Section 68(1), 18 September 2023

Justice and Community Safety**Administrative Services Officer Class 5 \$87,364 - \$92,370**

Chiqui Lopez, Section 68(1), 22 September 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Sophie Robertson, Section 68(1), 23 September 2023

Major Projects Canberra**Infrastructure Officer 5 \$163,315**

Mehrdad Hosseinbor, Section 68(1), 25 September 2023

Transport Canberra and City Services**EGSO4.2 - Workshop Staff \$73,651**

Ryan Clare, Section 68(1), 22 September 2023

Administrative Services Officer Class 4 \$78,785 - \$85,159

Tealiah Haines, Section 68(1), 28 September 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Jesslyn Nelson, Section 68(1), 25 September 2023

General Service Officer Level 5/6 \$62,078 - \$68,143

Tristan Walters, Section 68(1), 19 September 2023

Infrastructure Officer 4 \$136,524 - \$155,109

Leigh Costa: 88739837, Section 68 (1), 12/09/2023

TRANSFERS**Canberra Health Services****Premila Gopallen**

From: Senior Officer Grade C \$117,845

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$117,845 - \$126,715

Canberra Health Services, Canberra (PN. P01889) (Gazetted 16 December 2022)

Chief Minister, Treasury and Economic Development**Callista Kargin**

From: Information Technology Officer Class 1 \$76,255

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 1 \$73,920 - \$84,144

Chief Minister, Treasury and Economic Development, Canberra (PN. 05117) (Gazetted 13 July 2023)

Emily Wood

From: Administrative Services Officer Class 4 \$85,159

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Chief Minister, Treasury and Economic Development, Canberra (PN. 22406) (Gazetted 20 June 2023)

PROMOTIONS

ACT Health

Infrastructure, Communication and Engagement

Strategic Infrastructure Branch

Infrastructure Delivery

Phillip Burns

From: Senior Officer Grade A \$160,541

ACT Health

To: †Infrastructure Manager/Specialist 3 \$200,140

ACT Health, Canberra (PN. 60267) (Gazetted 27 July 2023)

Office of the Deputy Director General

Office of Professional Leadership and Education

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

Louise Gainsford

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

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

ACT Health, Canberra (PN. 62382) (Gazetted 7 August 2023)

Office of the Deputy Director-General

Office of Professional Leadership and Education

Office of the Chief Nursing and Midwifery Officer

Jacqueline Lovatt

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Canberra Health Services

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

ACT Health, Canberra (PN. 52536) (Gazetted 27 July 2023)

Digital Solutions Division

Application Support

Phillippa Scott

From: Classroom Teacher \$79,108 - \$117,538

Education

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 49823) (Gazetted 5 April 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.

Canberra Health Services

Clinical Services

Clinical Services

Surgery

Medical

Diana Beban

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Canberra Health Services

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Health Services, Canberra (PN. 20011) (Gazetted 8 March 2023)

Infrastructure and Health Support Services

Infrastructure and Health Support Services

Client Services, Security and Emergency

Security and Emergency Preparation

Steven Brown

From: Technical Officer Level 1 \$62,599 - \$65,631

Justice and Community Safety

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Canberra Health Services, Canberra (PN. 14927) (Gazetted 2 August 2023)

Clinical Services

Medicine

Renal

Rebecca Butler

From: Administrative Services Officer Class 2 \$62,994 - \$69,376

Canberra Health Services

To: Administrative Services Officer Class 3 \$71,139 - \$76,427

Canberra Health Services, Canberra (PN. 61909) (Gazetted 19 July 2023)

Clinical Services

Medicine

Medical

Melissa Carr

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Canberra Health Services

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Health Services, Canberra (PN. 19715) (Gazetted 27 July 2023)

Clinical Services

Surgery

Surgical Admin

Felicia Cooper

From: Registered Nurse Level 4.1 \$130,846

Canberra Health Services

To: †Registered Nurse Level 4.3 \$149,388

Canberra Health Services, Canberra (PN. 25511) (Gazetted 28 July 2023)

Clinic Services

Cancer Ambulatory Services

Breast Screen ACT

Melissa Ferguson

From: Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade)

Canberra Health Services

To: Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA)

Canberra Health Services, Canberra (PN. 28556) (Gazetted 21 August 2023)

People & Culture

People and Culture

Business Partnerships

Ruby Lea Fleming

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Canberra Health Services

To: †Senior Officer Grade C \$117,845 - \$126,715

Canberra Health Services, Canberra (PN. 57753) (Gazetted 18 July 2023)

Clinical Services**Medicine****Emergency****Rafael Marino Frias**

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. 62781) (Gazetted 30 May 2023)

Clinical Services**Medicine****Meical****Jessica Hearne**

From: Administrative Services Officer Class 2 \$62,994 - \$69,376

Canberra Health Services

To: Administrative Services Officer Class 3 \$71,139 - \$76,427

Canberra Health Services, Canberra (PN. 49224) (Gazetted 29 July 2023)

Medical Services**Imaging****Imaging Services Administration****Belinda Howard**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Canberra Health Services

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Canberra Health Services, Canberra (PN. 58163) (Gazetted 3 August 2023)

Clinical Services**Medicine****Emergency****Cindy Lee Metcalfe**

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. 62689) (Gazetted 30 May 2023)

Clinical Services**Surgery****Shock Trauma Service****Kate Moore**

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. 22544) (Gazetted 20 July 2023)

Clinical Services**Medicine****Emergency****Sarah Morgan**

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. 58215) (Gazetted 30 May 2023)

Clinical Services**Medicine****Sreeraj Mundekodu Puthenveedu**

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. 11913) (Gazetted 1 May 2023)

Clinical Services**Medicine****Emergency****Natalie Robinson**

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. 32851) (Gazetted 30 May 2023)

Clinical Services**Surgery****Surgical Administration****Kaye Russell**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427
Canberra Health Services
To: Administrative Services Officer Class 4 \$78,785 - \$85,159
Canberra Health Services, Canberra (PN. 55283) (Gazetted 8 March 2023)

People & Culture**People and Culture****Business Partnerships****Jenae Smith**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322
Canberra Health Services
To: †Senior Officer Grade C \$117,845 - \$126,715
Canberra Health Services, Canberra (PN. 62977) (Gazetted 18 July 2023)

Clinical Services**Medicine****Emergency****Laura Smithers**

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. 22492) (Gazetted 30 May 2023)

Clinical Services**Medicine****Emergency****Elizabeth Amanda Spodnik**

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. 16189) (Gazetted 30 May 2023)

Clinical Services**Medicine****Emergency****Rachel Therese Tormey**

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. 62690) (Gazetted 30 May 2023)

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Veronica Vandermeide

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. 40154) (Gazetted 10 July 2023)

Clinical Services

Chief Operating Officer

After Hours Management

Macarmelita Velasco

From: Registered Nurse Level 3.2 \$130,846

Canberra Health Services

To: †Registered Nurse Level 4.1 \$130,846

Canberra Health Services, Canberra (PN. 62955) (Gazetted 5 July 2023)

Clinical Services

Medicine

Emergency

Jan Louis Yongque

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. 22885) (Gazetted 30 May 2023)

Canberra Institute of Technology

Education and Training Services

CIT Business and Leadership

CIT Accounting and Project Management

Sabina Foster

From: Administrative Services Officer Class 2/3 \$62,994 - \$76,427

Canberra Institute of Technology

To: †Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Institute of Technology, Canberra (PN. 62007) (Gazetted 31 July 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.

Education and Training Services

CIT Business and Leadership

CIT Accounting and Project Management

Rajiv Sood

From: Administrative Services Officer Class 4 \$76,25 - \$82,566

Canberra Institute of Technology

To: †Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Institute of Technology, Canberra (PN. 62006) (Gazetted 31 July 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Chief Minister, Treasury and Economic Development

Access Canberra**Construction Utilities and Environmental Protection****Building and Planning Compliance****Adam Davidson**

From: Technical Officer Level 4 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Professional Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 56847) (Gazetted 10 May 2023)

Economic development**Skills Canberra****VET Program Operations****Debbie Davis**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Chief Minister, Treasury and Economic Development, Canberra (PN. 02408) (Gazetted 30 June 2023)

Revenue Management**Policy and Objections****Mandeepa Kaur**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Chief Minister, Treasury and Economic Development, Canberra (PN. 63080) (Gazetted 10 May 2023)

Digital, Data and Technology Solutions**Strategic Business Branch****DDTS Finance Partners****Kirra Layland-Watterson**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4/5 \$78,785 - \$92,370

Chief Minister, Treasury and Economic Development, Canberra (PN. 14239, several) (Gazetted 25 October 2022)

Access Canberra**Service Delivery and Engagement****Traffic Camera Compliance and Parking Operations Team****Manreet Malhi**

From: Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Worksafe ACT

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development, Canberra (PN. 62602) (Gazetted 17 August 2023)

Corporate**Workforce and Information Services****Strategic Recruitment****Samuel Miller**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development, Canberra (PN. 14517) (Gazetted 16 August 2023)

Digital, Data and Technology Solutions**Design and Strategy****Architecture/Application Portfolio & Configuration Management****Sumathi Mouli Chandrasekar**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370
 Chief Minister, Treasury and Economic Development
 To: Administrative Services Officer Class 6 \$93,996 - \$107,322
 Chief Minister, Treasury and Economic Development, Canberra (PN. 14530) (Gazetted 29 November 2022)

Access Canberra

Strategy and Planning Branch

Government Business and Coordination

Melanie Poole

From: Administrative Services Officer Class 3 \$71,139 - \$76,427
 Justice and Community Safety
 To: Administrative Services Officer Class 5 \$87,364 - \$92,370
 Chief Minister, Treasury and Economic Development, Canberra (PN. 40521) (Gazetted 23 May 2023)

Corporate

Workforce and Information Services

Strategic Recruitment

Emma Shirley

From: Administrative Services Officer Class 5 \$87,364 - \$92,370
 Community Services
 To: Administrative Services Officer Class 6 \$93,996 - \$107,322
 Chief Minister, Treasury and Economic Development, Canberra (PN. 14517) (Gazetted 16 August 2023)

City Renewal Authority

Melinda Dodson: 87771544

From: Infrastructure Officer 5 \$163,315
 Environment, Planning and Sustainable Development
 To: Infrastructure Manager/Specialist 3 \$200,140 Environment and Planning, Canberra (PN:62668) (Gazetted 17/08/2023)

Community Services

Corporate

Governance

Freedom of Information and Legal Coordination

Jessica Catlin

From: Administrative Services Officer Class 6 \$93,996 - \$107,322
 Justice and Community Safety
 To: †Senior Officer Grade C \$117,845 - \$126,715
 Community Services, Canberra (PN. 41146) (Gazetted 7 August 2023)

Education

School Performance and Improvement

Belconnen

Weetangera Primary School

Sarah Baird

From: \$76,575 - \$114,624
 Education
 To: †School Leader C \$132,293
 Education, Canberra (PN. 11048) (Gazetted 16 June 2023)
 Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Business Services**Strategic Finance****Schools Resourcing & Finance****Tahlia Howell**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159
Education

To: Administrative Services Officer Class 6 \$93,996 - \$107,322
Education, Canberra (PN. 46624) (Gazetted 21 August 2023)

Business Services**Infrastructure and Capital Works****School Infrastructure Management / Repairs and Maintenance****Ben Mosely**

From: Building Service Officer 3 \$75,931 - \$80,136
Education

To: Infrastructure Officer 2 \$91,428 - \$105,186
Education, Canberra (PN. 16811) (Gazetted 14 September 2022)

Office for Schools**Tuggeranong Network****Lake Tuggeranong College****Sarah Passchier**

From: School Assistant 2/3 \$53,566 - \$64,989
Education

To: Administrative Services Officer Class 4 \$78,785 - \$85,159
Education, Canberra (PN. 14559) (Gazetted 13 September 2022)

The Woden School**Nicole Terry**

From: Classroom Teacher \$79,108 - \$117,538
Education

To: †School Leader C \$135,383
Education, Canberra (PN. 32598) (Gazetted 26 June 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Service Design & Delivery**Student Engagement****School Attendance Team****Hannah Welch**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370
Education

To: †Senior Officer Grade C \$117,845 - \$126,715
Education, Canberra (PN. 60502) (Gazetted 9 March 2023)

School Improvement**School Operations****Madeleine Wynne**

From: School Assistant 4 \$72,353 - \$78,207
Education

To: Administrative Services Officer Class 6 \$93,996 - \$107,322
Education, Canberra (PN. 00228) (Gazetted 16 August 2023)

Environment, Planning and Sustainable Development

Planning and Urban Policy
Building, Housing and Design Services
Building Reform
Vanessa Margules

From: Senior Officer Grade C \$117,845 - \$126,715
 Chief Minister, Treasury and Economic Development
 To: †Senior Officer Grade B \$138,476 - \$155,668
 Environment, Planning and Sustainable Development, Canberra (PN. 41872) (Gazetted 3 February 2023)

Climate Change and Energy Unit
Programs

Amanda Judson
 From: School Assistant 4 \$72,353 – \$78,207
 Education
 To: Administrative Service Officer Class 5 \$87,364 - \$92,370
 Environment, Planning and Sustainable Development, Canberra (PN. 36377) (Gazetted 25 August 2023)

Statutory Planning
Office of the Surveyor-General and Land Information
William Steer

From: Professional Officer Class 2 \$91,315 - \$104,509
 Environment, Planning and Sustainable Development
 To: †Senior Professional Officer Grade C \$114,928 - \$123,710
 Environment, Planning and Sustainable Development, Canberra (PN. 12973) (Gazetted 23 August 2023)

Justice and Community Safety

Human Rights Commission
Victims of Crime Commission
Family Violence safety Action Program
Chisom Egwudo

From: Administrative Services Officer Class 6 \$93,996 - \$107,322
 Justice and Community Safety
 To: †Senior Officer Grade C \$117,845 - \$126,715
 Justice and Community Safety, Canberra (PN. 51911) (Gazetted 3 August 2023)

Parliamentary Counsel's Office
Legislative Drafters
Skye Ferson

From: Assistant Parliamentary Counsel 1 \$70,680 - \$142,352
 Justice and Community Safety
 To: †Assistant Parliamentary Counsel 2 \$154,663 - \$161,019
 Justice and Community Safety, Canberra (PN. 45748) (Gazetted 31 July 2023)

Parliamentary Counsel's Office
Legislative Publishing Section
Joshua Stonham

From: Administrative Services Officer Class 5 \$87,364 - \$92,370
 Justice and Community Safety
 To: Administrative Services Officer Class 6 \$93,996 - \$107,322
 Justice and Community Safety, Canberra (PN. 42742) (Gazetted 25 August 2023)

ACT Corrective Services
Corporate Services
Joeseeph Toohey

From: Correctional Officer Class 1 \$69,433 - \$82,797
Justice and Community Safety
To: Administrative Services Officer Class 6 \$93,996 - \$107,322
Justice and Community Safety, Canberra (PN. 56865) (Gazetted 19 June 2023)

Transport Canberra and City Services

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery (Waste)

Rochelle Crowe

From: Senior Officer Grade C \$117,845 - \$126,715
Environment, Planning and Sustainable Development
To: †Infrastructure Officer 4 \$136,524 - \$155,109
Transport Canberra and City Services, Canberra (PN. 37061) (Gazetted 1 August 2023)

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Services

Tara McMahon

From: Administrative Services Officer Class 3 \$71,139 - \$76,427
Transport Canberra and City Services
To: Administrative Services Officer Class 5 \$87,364 - \$92,370
Transport Canberra and City Services, Canberra (PN. 62735) (Gazetted 24 August 2023)

City Services

ACT NoWaste

Gayan Ratwatte

From: Senior Officer Grade A \$160,541
Transport Canberra and City Services
To: †Infrastructure Manager/Specialist 3 \$200,140
Transport Canberra and City Services, Canberra (PN. 50150) (Gazetted 21 June 2023)

Worksafe ACT

Training and Systems

Samuel Vogt

From: Administrative Services Officer Class 3 \$71,139 - \$76,427
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$87,364 - \$92,370
Worksafe ACT, Canberra (PN. 61713) (Gazetted 14 July 2023)