



ACT Government Gazette

Gazetted Notices for the week beginning 23 November 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>

Deputy Director-General, Policy, and Transformation

Temporary Vacancy (18 December 2023 to 13 January 2024)

ACT Health Directorate**Office of the Deputy Director-General**

Position: E1190

(Remuneration equivalent to Executive Level 3.3)

Circulated to: #ACTPS Senior Executive List

Date circulated: 24/11/2023

Qualified and experienced candidates are being sought to backfill the role of Deputy Director-General, Policy and Transformation. Reporting to the Director-General, this key leadership role is responsible for overseeing delivery of the key priorities of the Minister and directorate. Current responsibilities are outlined below, but these may change in response to emerging priorities. The role is also responsible for significant cross-government collaboration on major issues.

The Deputy Director-General, ACT Health Directorate provides strategic context and policy support to the operations of the directorate, including areas of specific focus that are priorities for the Minister and the Director-General, such as:

- Oversight and strategic leadership to the following areas of the directorate Population Health division, Policy Partnerships and Programs division, Health System Innovation and Performance division and Office of Professional Leadership and Education.
- Promoting a system leadership approach within the directorate.
- Leading clinical governance, quality and safety agenda for the ACTHD.
- Responsible for key areas of legislative and policy development such as Voluntary Assisted Dying, approach to alcohol and drugs reform and first nations policy.
- Providing senior oversight of the ACTHD aspects of commissioning and engagement with non-government organisations.
- Leadership and engagement with the Commonwealth in areas of workforce, national health reform agreement and other areas of priority as nominated by the Director General.
- Expanding and developing the directorate's data analytics capability with consideration of clinical quality registries.
- Enhancing and championing collaboration and engagement with Canberra Health Services and other directorates across ACT within portfolio areas.
- Champion the value based health care agenda including exploration of low value care within ACT.

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

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: Provide your curriculum vitae and a one-page application aligned to the position's Executive Capabilities that addresses why you are the best person for this role, plus the contact details for two referees to Rebecca Cross via email rebecca.cross@act.gov.au by COB Friday 1 December 2023.

Contact Officer: Rebecca Cross (02) 5124 9400 rebecca.cross@act.gov.au

Executive Branch Manager, Health System Performance Branch

Temporary Vacancy (21 December 2023 to 22 January 2024)

ACT Health Directorate

Health System Innovation and Performance**Position: E1086****(Remuneration equivalent to Executive Level 1.4)**

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

Date circulated: 24/11/2023

The Health System Innovation and Performance (HSIP) is focused on designing and facilitating delivery of an integrated and holistic public health service system that meets community needs.

The position of Executive Branch Manager, Health System Performance contributes to improving the value of public hospital services in the ACT and to promote financial sustainability in the health sector. The Branch supports the Directorate's management of the ACT LHN, leading the development and management of the ACT LHN Performance and Accountability Framework. The Branch has been tasked with the development of improved LHN governance arrangements, encompassing the Directorate and the LHN providers.

The Branch:

- supports the administration of the ACT Local Hospital Network (LHN) and management of contracts with LHN providers;
- design and implementation of Activity Based Funding for hospital services to inform future hospital services commissioning;
- design and monitoring against a provider performance and accountability framework; and
- secretariat of the ACT Health System Council

The Branch works collaboratively with key stakeholders including policy makers, service providers, clinicians and researchers to ensure high quality, efficient and consumer-focused health services are available as they are needed across the Territory.

The role requires capacity to build strong relationships, meet Government and ACT Health priorities, deal with complex matters within tight deadlines, and have a strong commitment to providing high quality and sustainable population health services and programs in accordance with the ACT Public Service values.

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

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

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

To apply: Interested candidates are requested to submit an Expression of Interest of no more than one page addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees via email to Jacinta George jacinta.george@act.gov.au by COB Monday 4 December 2023.

Contact Officer: Kate Chambers 0404 060 117 kate.chambers@act.gov.au

Executive Branch Manager, Preparedness, Planning and Surveillance**Temporary Vacancy (7 December 2023 to 19 January 2024)****ACT Health Directorate****Population Health Division****Position: E1144****(Remuneration equivalent to Executive Level 1.4)**

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

Date circulated: 23 November 2023

Expressions of interest are sought for the temporary filling of the position of Executive Branch Manager, Preparedness, Planning and Surveillance (PPS) Branch within the Population Health Division, ACT Health from 7 December 2023 until 19 January 2024.

The Executive Branch Manager of the PPS Branch is a key position within the Population Health Division.

The occupant must have the ability to influence and lead the coordination of certain legislative and governance functions of the ACT Chief Health Officer as they relate to the management of public health emergencies and threats, including strategic level preparedness, planning and surveillance activities to support rapid public health responses for current and emerging public health threats and health emergencies and incidents.

This Branch is also responsible for providing risk communication advice to support preparedness activities, and the development and maintenance of the infrastructure to capture, manage and report on data related to notifiable conditions.

We are looking for a collaborative leader who can deliver outcomes, with the ability to work with government and non-government stakeholders to deliver outcomes.

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

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 applicants. This includes a cash component of \$244,201.

To apply: Please provide a curriculum vitae, contact details for two referees, and a pitch of no more than one page to Laura McNeill via email, Laura.McNeill@act.gov.au by COB Thursday 30 November 2023.

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

Office of Professional Leadership and Education

Office of the Chief Allied Health Officer

Office of the Chief Allied Health Officer

Director - Office of the Chief Allied Health Officer

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 58141)

Gazetted: 29 November 2023

Closing Date: 13 December 2023

Details: Yuma/hello!

We have a great opportunity for the person with the right skills, attitude and values to join our friendly team as we build a sustainable allied health workforce that will meet the needs of the ACT and surrounding regions now and in the future.

The *ACT Health Workforce Strategy 2023-2032* (Strategy) is a 10-year strategy that sets out the territory wide approach to building a sustainable health workforce and will support the territory and surrounding regions to predict and respond to workforce challenges.

As Director, Office of the Chief Allied Health Officer, you will be responsible for leading a small team to implement initiatives related the ACT health workforce. This will include actions from the Strategy and its accompanying actions plans, as well as other initiatives that specifically target the allied health workforce. You will lead all aspects of the initiatives, including project scoping and planning, business case development and implementation, in close collaboration with key 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.

Eligibility/Other Requirements:

Qualifications in an allied health field are highly desirable.

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

Note: This is a temporary position available immediately until 10 June 2024 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 identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide:

A current curriculum vitae.

A two-page response to the 'Professional/Technical Skills and Knowledge' and 'Behavioural Capabilities' included in the Position Description.

The names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Marisa Bialowas (02) 5124 9966 Marisa.Bialowas@act.gov.au

Population Health

Health Protection Service

Pharmaceutical Services

Pharmaceutical Technician

Technical Officer Level 2 \$67,760 - \$77,593, Canberra (PN: 38181, Several)

Gazetted: 29 November 2023

Closing Date: 13 December 2023

Details:

The Pharmaceutical Services Section has statutory and non-statutory responsibilities to promote the safe use of medicines in the ACT community. These responsibilities are stipulated under the Medicines, Poisons and

Therapeutic Goods Act 2008, and Public Health Act 1997. The section is responsible for regulating controlled medicines prescribing and supply in the ACT, in the interest of minimising the risks associated with their abuse, misuse and diversion. This includes assessing applications from prescribers for approval to prescribe controlled medicines, and monitoring supplies from pharmacies. Reporting to the Senior Pharmacist, the Pharmaceutical Technician will undertake technical regulatory operations within the section, primarily processing of controlled medicine approval applications under delegation of the Chief Health Officer and associated prescription monitoring and recall functions. They will also have good verbal and written communication skills, ability to work to procedures and be confident wo

Eligibility/ Other Requirements:

Formal qualifications in a health-related field, including but not limited to Certificate III or IV in hospital or community pharmacy services or equivalent is highly desirable.

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

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

How to Apply: Applicants are to provide a written response against each of the selection criteria.

Applications should be submitted via the apply now button.

Contact Officer: Natalie Johns (02) 5124 9257 Natalie.Johns@act.gov.au

Population Health

Health Protection Service

Pharmaceutical Services

Pharmaceutical Inspector

Pharmacist Level 3 \$109,197 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 19569)

Gazetted: 28 November 2023

Closing Date: 12 December 2023

Details: The Pharmaceutical Services Section (PSS) within ACT Health has statutory and non-statutory responsibilities to promote the safe use of medicines in the ACT community. These responsibilities are stipulated under the Medicines, Poisons and Therapeutic Goods Act 2008 and Public Health Act 1997. The section is responsible for regulating controlled medicines prescribing and supply in the ACT, in the interest of minimising the risks associated with their abuse, misuse and diversion. This includes assessing applications from prescribers for approval to prescribe controlled medicines, and monitoring supplies from pharmacies through its prescription monitoring system.

The section is also responsible for issuing licences and conducting inspections of premises that deal with medicines or poisons in the ACT as well as regulating community pharmacy ownership and premises in the ACT through issue of licences to pharmacy owners and conducting inspections. The section also acts as the Territory Recall Co-ordinator for distributing information to affected parties on behalf of the TGA for recalled medicines and medical devices.

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: Be registered or have applied for registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence.

Note: This is a temporary position available 17 January 2024 to 30 June 2025 with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit your curriculum vitae with names of two references, and a maximum two A4 page response to the Selection Criteria.

Applications should be submitted via the apply now button

Contact Officer: Natalie Johns (02) 5124 9257 Natalie.Johns@act.gov.au

Digital Solutions Division

Future Capability and Governance Hub

Training Hub

Associate Trainer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 60264, several)

Gazetted: 28 November 2023

Closing Date: 12 December 2023

Details: The DHR Training Hub has an exciting new opening for an Associate Trainer for a six-month period. The Associate Trainer will work closely with the Training Manager, other Trainers and Analysts to support the training team in the tasks required to develop, deliver and maintain training programs required for the Digital Health Record (DHR), ancillary systems and devices. The Associate Trainer will be trained in all aspects of training and act as a backup trainer when required, with a view to progress their career in training, being mentored and upskilled by senior training staff.

While this position will be challenging at times with competing deadlines and priorities it will also be rewarding and interesting. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced work environment.

The Digital Health Record is an exciting initiative that has transformed the way health care is provided in the ACT public health system.

The Digital Health Record records all interactions between a person and ACT public health services. This includes Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers have an important role in optimising and implementing the Digital Health Record.

The Digital Health Record Program team is comprised of approximately 100 staff with administrative, technical, clinical and nursing backgrounds.

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

Eligibility/Other requirements: Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

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

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

How to apply: Please submit a response which addresses the selection criteria of no more than two pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager.

For further information, contact Maree Koelmeyer on 5124 9844 or email: Maree.Koelmeyer@act.gov.au

Applications should be submitted via the Apply Now button below.

Contact Officer: Maree Koelmeyer (02) 5124 9844 Maree.Koelmeyer@act.gov.au

Population health

Research, Programs and Scientific Services

ACT Government Analytical Laboratory

Assistant Director Quality - Operations

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 52484)

Gazetted: 28 November 2023

Closing Date: 12 December 2023

Details: The ACT Government Analytical Laboratory is seeking a dedicated and quality-focused individual to join a multi-disciplinary analytical laboratory as the Assistant Director Quality - Operations. You will work in a small team to support the ACTGAL management team to meet the requirements of accreditation to ISO 17025:2017 and certification to ISO 9001. Under the general direction of Director – Quality you will manage routine quality programs, and undertake project work to ensure the continuous improvement of the ACTGAL quality management system.

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:

Undergraduate degree in science or equivalent highly desirable and relevant recent experience working within an accredited quality management system or equivalent.

Applicants must hold a current driver's licence.

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

Notes: This is a temporary position available from January 2024 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. Due to the upcoming Christmas shutdown period interviews are likely to occur early next year.

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: Amy Sutton (02) 5124 9185 Amy.M.Sutton@act.gov.au

Population Health

Research, Programs and Scientific Services

ACT Government Analytical Laboratory

Senior Forensic Chemist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 26163)

Gazetted: 27 November 2023

Closing Date: 18 December 2023

Details: The ACT Government Analytical Laboratory is seeking to recruit a qualified and experienced chemist to supervise and/or conduct routine chemical analysis to support the Forensic Chemistry Unit's analytical operations. The Unit performs analytical investigations of drugs and poisons to support ACT legislation.

The position has responsibilities including forensic analysis of samples, interpretation of analytical results within a legislative framework, producing reports for court proceedings and provision of expert evidence in court. The role will also assist the Unit in maintaining its quality systems and accreditation to ISO 17025.

The successful candidate will have sound technical skills and knowledge required of the position and the ability to work collaboratively within a small team.

Eligibility/ Other Requirements:

Applicants must hold undergraduate degree in science (Major and/or postgraduate studies in Chemistry highly desirable).

Applicants must hold a current driver's licence.

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

Note: This is a temporary position available immediately to 1 November 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 submit a pitch (no more than three pages) 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.

Contact Officer: Amalie Pakchung (02) 5124 9183 Amalie.Pakchung@act.gov.au

Policy, Partnerships and Programs

Office of the Executive Group Manager

Executive Officer

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 44147)

Gazetted: 27 November 2023

Closing Date: 11 December 2023

Details: Are you motivated with strong prioritisation and organisational skills?

Can you build and maintain working relationships with a range of stakeholders?

Do you enjoy mentoring a small team to deliver excellent outcomes?

Reporting to the Executive Group Manager, the Executive Officer will have highly developed written and oral communication skills, be adaptable, proactive and responsive, and able to quickly acquire knowledge and understanding of situations and subject matter. The successful applicant will provide leadership to staff, be solutions-focused and work with flexibility, efficiency, and diplomacy. They will be expected to lead a strong and positive team culture, that values the contributions of all towards meeting our strategic priorities.

The position also works closely with the Executive Branch Managers to effectively manage a busy and diverse division, in a friendly and results-driven team. You will have an in-depth understanding of the ACT Government (or equivalent) business and administrative processes and policies, including knowledge of parliamentary processes, risk assessments, reporting and governance arrangements, be comfortable managing sensitive and emerging issues, and be ready to lead a small Executive Support team.

If that sounds like something you can do, and you're a team player, responsive, and a 'people person', then we would love to hear from you.

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

Eligibility/Other Requirements: Prior experience in the following will be highly desirable:

supporting a senior executive; and/or

strategic policy experience; and/or

managing projects; and/or

Objective and TRIM records management system.

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

How to Apply: Please submit a maximum three-page response addressing the professional/technical and behavioural capabilities set out in the Position Description and provide a current curriculum vitae, including contact details for two referees.

Applications should be submitted via the Apply Now Button.

Contact Officer: Marilynne Read (02) 5124 9748 Marilynne.Read@act.gov.au

Policy, Partnerships and Programs

Data Analytics Branch

Forecasting and Analytics

Senior Analyst, Health Service Planning Forecasting and Analytics

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 57504)

Gazetted: 23 November 2023

Closing Date: 7 December 2023

Details: Are you a quantitative analyst who is ready to deliver evidence to plan health services for the people in Canberra and the surrounding region?

ACT Health's Data Analytics Branch, working in partnership with Health Services Planning, is seeking someone with a background in forecasting and modelling to inform planning of public health services in the ACT. Drawing on a combination of quantitative analytical and modelling skills, data management knowledge, and an understanding of the Australian health data landscape, the Senior Analyst, Forecasting and Analytics will undertake analytical work to support health service planning for the ACT.

The role relies on the ability to identify data and analytics that will address strategic planning questions, the ability to build strong collaborative relationships, a good understanding of ACT Health's data infrastructure (or the capacity to understand this quickly), and the ability to communicate complex concepts to a variety of technical and non-technical audiences.

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

Note: This is a temporary position available 8 January 2024 to 5 January 2025 with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of up to three pages addressing the Selection Criteria, responding to the 'What you require' section in the Position Description, a current curriculum vitae, and contact details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Anne Jenkins 0402310478 Anne.Jenkins@act.gov.au

Infrastructure, Communications and Engagement

Infrastructure Delivery

Program Management Office

Senior Reporting and Coordination Officer**Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 62260)**

Gazetted: 23 November 2023

Closing Date: 30 November 2023

Details: A temporary opportunity is now available for an experienced reporting and coordination officer to join the Program Management Office team within the Infrastructure Delivery (ID) Branch in ACT Health Directorate. The Branch supports the Territory's health system by:

providing strategic advice and leadership in infrastructure master planning, strategy and design;
 providing our non-government organisation (NGO) health service partners with fit-for-purpose infrastructure and asset management;
 delivering a safe, sustainable and effective workplace for ACT Health's workforce through asset, leasing and facilities management; and

representing the ACT Government's interests on the trans-Tasman Australasian Health Infrastructure Alliance.

The ID Branch takes a long-term look at ACT health infrastructure, using clinical input, demand scenarios, population projections, community feedback, asset assessment and infrastructure information to manage and plan for health infrastructure that meets community needs. Projects include the new northside hospital, Canberra Hospital Master Plan, southside hydrotherapy pool, Watson precinct redevelopment, and minor and major infrastructure upgrades at health facilities across the Territory.

The Senior Reporting and Coordination Officer works within the ID Branch's Program Management Office to coordinate reporting, meeting support and governance requirements for the suite of health infrastructure projects. The role works closely with infrastructure project teams and supports the Director, Reporting and Coordination to coordinate meetings for peak governance committees (including the Territory Health Infrastructure Executive Steering Committee and associated Project Control Groups and Design Reference Groups) and provide timely reporting and information to executives and project teams to ensure the delivery of key project 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension up to 30 June 2025 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 should include a two-page pitch outlining the relevant skills and experience that you would bring to the position, as well as a current curriculum vitae and name of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Roach (02) 5124 9703 Tim.M.Roach@act.gov.au

Infrastructure, Communications and Engagement**Infrastructure Delivery****Program Management Office****Assistant Director, Reporting and Coordination****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 52822)**

Gazetted: 23 November 2023

Closing Date: 30 November 2023

Details: A temporary opportunity is now available for an experienced reporting and coordination officer to join the Program Management Office team within the Infrastructure Delivery (ID) Branch in ACT Health Directorate. The Branch supports the Territory's health system by:

providing strategic advice and leadership in infrastructure master planning, strategy and design;
 providing our non-government organisation (NGO) health service partners with fit-for-purpose infrastructure and asset management;
 delivering a safe, sustainable and effective workplace for ACT Health's workforce through asset, leasing and facilities management; and

representing the ACT Government's interests on the trans-Tasman Australasian Health Infrastructure Alliance.

The ID Branch takes a long-term look at ACT health infrastructure, using clinical input, demand scenarios, population projections, community feedback, asset assessment and infrastructure information to manage and plan for health infrastructure that meets community needs. Projects include the new northside hospital, Canberra Hospital Master Plan, southside hydrotherapy pool, Watson precinct redevelopment, and minor and major infrastructure upgrades at health facilities across the Territory.

The Assistant Director, Reporting and Coordination is embedded within the ID Branch's Program Management Office to develop database systems to facilitate accurate project reporting and coordinate reporting requirements for the suite of health infrastructure projects. This includes supporting the Director, Reporting and Coordination to coordinate meetings of peak governance committees (including the Territory Health Infrastructure Executive Steering Committee and associated Project Control Groups and Design Reference Groups) and provide timely reporting and information to executives and project teams to ensure the delivery of key project objectives. Previous experience in utilising systems such as SharePoint, PowerBI and Objective is essential.

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

Notes: This is a temporary position available immediately for a period of 12 months with the possibility of extension to 30 June 2025 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 should include a two-page pitch outlining the relevant skills and experience that you would bring to the position, as well as a current curriculum vitae and name of two referees. If you require additional information about this role, please contact Tim Roach, Director, Project Reporting and Coordination via Teams or Tim.m.Roach@act.gov.au.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Roach (02) 5124 9703 Tim.M.Roach@act.gov.au

Policy and Transformation

OPL

Office of the Chief Nursing and Midwifery Officer

Director of Nursing/Midwifery Senior Advisor

Registered Nurse Level 5.3 \$149,388, Canberra (PN: 48156)

Gazetted: 23 November 2023

Closing Date: 7 December 2023

Details: Are you a nurse and/or midwife looking for a change? Are you someone who really wants to make a difference, shaping the way the Office of the Chief Nursing and Midwifery Officer supports nurses and midwives in the ACT, and drives policy and strategy across the health system?

The ACT Health Chief Nursing and Midwifery Office has a fabulous opportunity to work in Director of Nursing/Midwifery Senior Advisor role that provides expert advice and support to the Chief Nursing and Midwifery Officer (CNMO) in a government setting. This role has a significant impact in the development and implementation of major territory-wide initiatives, provides expert advice, and ensures the CNMO meets strategic objectives associated with nursing and midwifery in the delivery of health services across the ACT.

This opportunity will suit you if you are a skilled and experienced nursing and/or midwifery leader who can lead a wonderful team of advisors, work effectively in a government environment and is passionate about making a difference to the health of the Canberra community.

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

Eligibility/ Other Requirements:

Registered or be eligible for registration with the Australian Health Practitioner Regulation Agency as a registered nurse and/or midwife.

Hold relevant nursing and/or midwifery post graduate tertiary qualifications.

Have at least five years' experience in senior management or leadership positions in the nursing, midwifery, or government context.

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

Note: This is a temporary position available immediately until 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. This position's workplace is designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

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 a current curriculum vitae and contact details of at least two referees. Please ensure one referee is your current or immediate past supervisor. Shortlisted candidates may be required to submit two written referee reports prior to interview.

Applications should be submitted via the Apply Now button.

Contact Officer: Sarah Stewart (02) 5124 8237 Sarah.M.Stewart@act.gov.au

Policy, Partnerships and Programs

Data Analytics Branch

Forecasting and Analytics

Analyst, Health Workforce Strategy

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 63567)

Gazetted: 23 November 2023

Closing Date: 14 December 2023

Details: Are you a quantitative analyst who wants to help shape the future of the ACT Health workforce by providing high impact data analytics? A rare opportunity has opened up in ACT Health's Forecasting and Analytics team with the addition of a health workforce analytics stream. Guided by the ACT Health Workforce Strategy 2023-32 and working in collaboration with university researchers, you will deliver analytics that identify current and emerging health workforce trends and inform our understanding of successful initiatives under this strategy. We are currently recruiting an Analyst, Health Workforce Strategy (Administrative Service Officer Class 6). The role relies on the ability to undertake data and analytics that will address strategic planning questions, the ability to build strong collaborative relationships with university research partners, a good understanding of workforce data (or the capacity to understand this quickly), and the ability to communicate complex concepts to a variety of technical and non-technical audiences.

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

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

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 written application of up to three pages addressing the Selection Criteria, responding to the 'What you require' section in the Position Description, a current curriculum vitae, and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Jenkins 0402310478 anne.jenkins@act.gov.au

Policy, Partnerships and Programs

Data Analytics Branch

Forecasting and Analytics

Senior Analyst, Health Workforce Strategy

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63566)

Gazetted: 23 November 2023

Closing Date: 14 December 2023

Details: Are you a quantitative analyst who is ready to develop and deliver evidence and projections that will shape the future of the ACT Health workforce? A rare opportunity has opened up in ACT Health's Data Analytics Branch, as our Forecasting and Analytics team add health workforce analytics to our portfolio. Guided by the ACT Health Workforce Strategy 2023-32, you will deliver analytics that identify current and emerging health workforce trends and inform our understanding of successful initiatives under this strategy.

We are currently recruiting a Senior Analyst, Health Workforce Strategy (Senior Officer Grade C). The role relies on the ability to identify and undertake data and analytics that will address strategic planning questions, the ability to build strong collaborative relationships with university research partners, a good understanding of workforce data (or the capacity to understand this quickly), and the ability to communicate complex concepts to a variety of technical and non-technical audiences.

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

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

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 written application of up to three pages addressing the Selection Criteria, responding to the 'What you require' section in the Position Description, a current curriculum vitae, and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Jenkins 0402310478 anne.jenkins@act.gov.au

ACT Integrity Commission

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

Investigations

Senior Investigator

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 47164)

Gazetted: 23 November 2023

Closing Date: 7 December 2023

Details: This position is being advertised for either permanent appointment or fixed term non-ongoing employment, depending on the preferences of the selected candidate. Part time arrangements, with a minimum three days per week, may be considered.

Secondment arrangements may also be considered if you are currently employed in Federal public service agencies.

Note for ACT public servants - The ACT Integrity Commission (ACTIC) is prohibited from appointing people who have been ACT Public Servants within the last 5 years. However, the services of ACT public servants can be provided to ACTIC, with the approval of the Head of Service, under section 54 of the Integrity Commission Act 2018. If you are currently employed by the ACT public service and/or have been in the past five years, you can lodge an application on the basis that, if you are the preferred candidate, approval to second your services will be required from your Directorate and the Head of Service.

Agency overview

The ACT Integrity Commission (the Commission) is an independent body and law enforcement agency with powers under the Integrity Commission Act 2018 (the IC Act) to investigate, expose and prevent corruption and foster public confidence in the integrity of government.

Under the Public Interest Disclosure Act 2012 (the PID Act), the Commission is also responsible for receiving, assessing, referring, and investigating reports of disclosable conduct and deciding which reports are to be treated as Public Interest Disclosures (PIDs), and performing an oversight role of ACT public sector agencies and their management of PIDs.

Our values

Independence

Our actions are lawful, ethical, evidence based, and free from political direction or influence and bias.

Professionalism

We demonstrate excellence, respect, courtesy, and dedication in all that we do.

Accountability

We accept responsibility for our actions and decisions; transparency and consistency are fundamental to our business.

Fairness

We will exercise the Commissioner's powers fairly, paying due respect to civil and human rights.

Our functions

The Commission's functions are to:

- Investigate conduct that is alleged to be corrupt conduct;
- Refer suspected instances of criminality or wrongdoing to the appropriate authorities;
- Prevent corruption through research and mitigation efforts;
- Publish information about investigations, including lessons learned;
- Provide education programs;
- Foster public confidence in the Legislative Assembly and ACT public sector;
- Receive, assess, refer, and investigate reports of disclosable conduct; and
- Oversee ACT public sector agency management of public interest disclosures.

Business unit overview

The role of the Investigations team is to conduct preliminary inquiries and investigations into alleged corrupt conduct under the Integrity Commission Act 2018.

The investigations team also undertakes Public Interest Disclosure investigations under the Public Interest Disclosure Act 2012.

Position overview

Senior Investigators will:

undertake investigations using conventional investigation methodologies and the use of covert and coercive investigation powers available to the ACTIC;

prepare examination briefs for use in Commission examinations, and where appropriate, briefs of evidence for referral to the ACT Director of Public Prosecutions; and

manage, mentor and guide junior staff.

What you will do

Conduct investigations into allegations of corrupt conduct ensuring;

Investigation standards are promoted, and consistently applied, and operational practices will withstand internal and external scrutiny;

investigation plans, activities and results are appropriately maintained so that information about operational progress and outcomes is readily available to others; and

Operational and organisational risks are effectively managed and reported to the Director Investigations as required.

Where necessary, prepare evidentiary material for Commission Examinations or for referral to prosecution entities ensuring evidentiary material is professionally presented in accordance with legislative requirements, internal policies and the requirements of the Office of the ACT Director of Public Prosecutions.

Communicate within and external to the Commission in a professional, timely, clear and relevant way.

Mentor and guide junior members of the investigation team including vetting of draft investigation plans and reports.

Contribute to a positive culture of continuous personal and organisational improvement by ensuring appropriate personal behaviours and recognising of the role the Commission plays in ensuring human rights are upheld and supported.

Promote ethical practice, Work Health and safety (WHS), Equal Employment Opportunity (EEO), diversity and employee well-being. Provide assistance to other business units within the Commission if and when required.

What you require (Selection Criteria)

Essential criteria

Demonstrated experience in investigations, law enforcement, regulatory review, compliance or audit environments.

Demonstrated knowledge of the law and/or the rule of law as it applies to oversight or regulatory environments.

Proven organisational abilities, problem solving, analytical skills, policy and process identification, development, modification and implementation.

Ability to write well and communicate effectively with a wide range of people both within and external to the Commission.

An enquiring mind and the ability to work effectively in a multi-disciplinary team-based environment.

Eligibility/ Other Requirements: Professional / Technical Skills and Knowledge

A Certificate IV Government (Investigations).

Diploma or higher-level qualification in investigations or a related field is highly desirable.

A full driver's licence is preferred but not essential.

The position may involve some domestic travel.

Other requirements of the position

The successful applicant will be required to obtain and maintain a Commonwealth security clearance at the Negative Vetting Level 1 (NV1) classification.

A full driver's licence is preferred but not essential.

ACT current or former public servants should note the eligibility conditions set out on page one of this document.

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

How to Apply: Applications must include:

A curriculum vitae, and

A written response (a pitch) of no more than 750 words which:

demonstrates how your skills, knowledge and experience address the criteria outlined in the 'What you require' section of the Position Description, and

outlines why you want the job and why you believe you are the best person for the position.

If you are unable to submit your application online, please contact the Director, Assessments on 0418173464 or at jeff.smith@integrity.act.gov.au.

Note: if you are shortlisted for further assessment, you may be asked to undertake a written task to further demonstrate your capabilities.

Applications should be submitted via the Apply Now button.

Contact Officer: Jeff Smith (02) 6205 9551 Jeff.Smith@integrity.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

Adult Community Mental Health Services

Team Leader - Health Professional Level 4 - Adult Community Mental Health Services

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 23892 - 02DZW)

Gazetted: 27 November 2023

Closing Date: 1 December 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 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. ACMHS is a part of the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) division.

ACMHS teams operate across the Australian Capital Territory, adhering to either the Adult Community Mental Health Model of Care or the Older Persons Community Mental Health Model of Care depending on area of practice. ACMHS program area services the community's mental health needs in the areas of intake, recovery, supported and therapeutic accommodation, therapy, older persons, neuropsychology, assertive community outreach, homeless outreach and intensive home treatment.

This position is located at City Mental Health Team. It is an expected vacancy for three months with a possibility of extension or permanency.

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: Kylie Henson 51241705 Kylie.Henson@act.gov.au

Clinical Services

Surgery

Surgical Services

Pre-admission Clinic Nurse - Surgical Bookings

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 24040, several - 02EEL)

Gazetted: 24 November 2023

Closing Date: 3 December 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:

An exciting opportunity exists to join our busy and rewarding Pre-admission clinic at The Canberra Hospital as a Level 2 Registered Nurse on a permanent basis. If you are looking for a Monday to Friday role working business hours in a positive and forward-thinking team, please apply.

The Pre-admission Clinic is part of the Surgical Bookings team within the Division of Surgery. Nurses in the Pre-admission Clinic assess and prepare patients for many specialty groups that include plastics, orthopaedics, vascular, neurosurgery, gynaecology, general surgery, ophthalmology, oral maxillary facial, thoracic, urology, paediatrics, obstetrics, and otolaryngology. Pre-admission clinic assessments are integral to the patient's peri-operative journey and assist in providing a positive patient experience.

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.

Reference checks with 2 professional referees.

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

Contact Officer: Carla Whittaker (02) 5124 2601 Carla.Whittaker@act.gov.au

Medical Administration

Administrative Service Officer 6 - ED Roster and Assurance Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 602504 - 02EYK)

Gazetted: 24 November 2023

Closing Date: 15 December 2023

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

A dedicated Emergency Department (ED) roster and assurance officer, will work with the ED director, deputy director and ED administration coordinator to draft and review both the Junior Medical Officer (JMO) and consultant rosters, whilst remaining within the budgeted FTE to safely and effectively meet the operational requirements of the ED department

Whilst this role will be responsible for draft creation and day to day management of the JMO and consultant rosters, it will not be solely responsible for sourcing staffing shortages/covering roster gaps in the ED rosters; this will be in conjunction with the clinical director or clinical delegate, and the ED administration coordinator.

Under limited direction of the Medical Administration Manager you will:

Design, publish and maintain the management of rosters for all medical officers within the ED department, including ongoing monitoring and reviewing of rosters to ensure they meet clinical, educational and Enterprise Agreement requirements.

Ensure that all medical officers are working in accordance with the relevant enterprise agreements.

Maintain a practical knowledge of AHPRA, and immigration law relevant to the employment of overseas trained doctors

Provide advice and assistance to staff at all levels on general rostering and related enterprise agreement interpretation

Monitor medical officer planned and unplanned leave, including anticipating short and medium term workforce needs, alerting the relevant stakeholders to areas of concern, and take appropriate action to avoid understaffing on rosters.

Liaise with The Canberra Hospital (TCH) medical administration to ensure appropriate advance planning for seconded JMOs in relation to term allocation, planned leave and roster equity.

Make recommendations for alternate rostering practices to promote roster equity, outlining where improvements could be considered, and where practicable, implement these recommendations.

Liaise with the ED director and deputy director, to promote and encourage staff specialist attraction and retention.

Monitor and manage medical officer leave balances, and propose excess leave management plans where required. Review and verify the fortnightly medical officer KRONOS completed by the ED administration coordinator; with the final authorisation for approval remaining with the payroll team.

Engage and actively work with the medical recruitment officer, ED administration coordinator, and the privileging and contracts manager, regarding ED medical officer recruitment processes.

Review and monitor medical workforce policies and SOP's

Collate and provide relevant data necessary for external auditing bodies and medical colleges where required

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

About you:

Requirements/Qualifications:

Mandatory

Demonstrated experience in the design, maintenance and administration of large 24/7 rosters; ideally in a healthcare setting.

Demonstrated organisational skills, ability to set priorities, manage competing demands and work in a multi-disciplinary team.

Excellent oral and written communication skills.

Current understanding of AHPRA, and immigration law relevant to medical recruitment

Demonstrated high level awareness of the training needs of JMOs.

Demonstrated experience in the administration needs of the medical workforce, apply and interpret all relevant North Canberra Hospital policies, procedures and legislation

Desirable

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Kim McNeilly (02) 6201 6436 kim.mcneilly@act.gov.au

Social Work and Psychology

Senior Social Worker - Health Professional Level 3

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: LP7379, several - 02EVE)

Gazetted: 24 November 2023

Closing Date: 8 December 2023

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

Join a supportive, talented and growing team of social workers who celebrate diversity and innovative practice! The Department of Social Work and Psychology at North Canberra Hospital is looking for HP3 Senior Social Workers to join a team of HP1-5 social workers, a social work assistant, psychologists and Aboriginal Liaison Officers.

Social Work within Allied Health, North Canberra Hospital, provides services to a range of clients in the Emergency Department, acute inpatient and specialised outpatient settings. Our social workers work closely with patients, carers, referrers, other health professionals and multidisciplinary teams to achieve safe, high quality patient care.

Social workers play a key role in the multidisciplinary management of patients across the care continuum. This position works in collaboration with the social work and multidisciplinary team to deliver services, supporting patient flow and maximising patient outcomes.

This role will support education /professional growth of junior social workers and students.

Professional supervision and professional development is provided through team structures, supervision support, competency based assessments and professional development opportunities.

You will be required to participate in restricted on-call rosters. A merit pool will be developed from this round and may be used to fill vacancies which occur over the next 12 months.

Under limited direction of the Director of Social Work/ Social Work Team Leaders you will perform clinical social work duties at North Canberra Hospital. You will:

Provide a high level of appropriate skilled clinical assessment and psychosocial interventions across a range of clinical areas, including individual and group work to consumers and carers.

Exercise independent professional judgment in solving problems and managing cases where principles, procedures and techniques require expansion, adaptation or modification.

Liaise with patients, carers and service providers, to enhance and improve clinical outcomes and develop partnerships for health promotion and other service activities identified in the business plan.

Actively contribute to the supervision and education of staff and students. Actively participate in supervision, continuing professional development and performance management.

Actively contribute to the implementation of clinical governance activity, quality improvement projects, research programs and health promotion in areas relevant to service.

Actively participate in team meetings, complete clinical and administrative data collection and case records to a consistent high standard.

Practice in accordance with the professional body's code of conduct, practice standards and organisational guidelines and legislative requirements.

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

About you:

Requirements/Qualifications:

Mandatory

Relevant tertiary qualifications and a minimum of 3 years' experience working professionally in Social Work.

Degree in Social Work (or equivalent).

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

The successful applicant will need to be available for weekend and after-hours work on a roster and will be required to work shutdown.

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.

Highly Desirable

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

Drivers licence

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Karen Dell (02) 6201 6314 Karen.Dell@calvary-act.com.au

North Canberra Hospital

Surgical Division

Ambulatory Care Project Co-ordinator - SOG-C/HP4/RN3.2

SOGC/HP4/RN3.2 \$117,845 - \$130,846, Canberra (PN: LP7307 - 02ENZ)

Gazetted: 24 November 2023

Closing Date: 28 November 2023

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

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 current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

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 Ambulatory Care Project Co-ordinator temporary six month position will be responsible for the co-ordinating activities required to support the development of a new model of care for Ambulatory Care Services for North Canberra Hospital. The role may also be required to assist the Executive Director in the supervision of the operational management of the Specialist Outpatient Clinics (SOC) particularly in the supporting the complex aspects of the work processes.

Under direction of the Executive Director Medical Services you will:

Co-ordinate the required performance and systems reports to develop a proposed Model of Care for the North Canberra Hospital Ambulatory Care redesign, Collect, and report on Non-Admitted Service performance indicators in conjunction with the Business Information (Performance) and Finance Teams.

Work with the current clinical and executive roles within the Clinical Divisions to outline the current and future predicted needs in the area of Ambulatory Care.

Provide senior daily operational support to the Specialist Outpatient Clinic Team to enhance the business and clinical services if required.

Highlight and propose policies and procedures that are specific to Specialist Outpatient Clinic if required.

Identify needs areas in need of improvement informed by relevant data to support Implementation of systems to improve the quality in the provision of Ambulatory Care services for North Canberra Hospital.

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

About you:

Requirements/Qualifications

Mandatory

Demonstrated experience in project management, report compilation in health services including funding and/or Business Information (Performance).

Experience in managing a team in a healthcare environment

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

Desirable

Experience in development of new Models of Care

Knowledge of Ambulatory Care concepts

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

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

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

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)

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Kathryn Daveson N/A Kathryn.Daveson@calvary-act.com.au

Adult Acute Mental Health Services

Registered Nurse Level 2 - Adult Acute Mental Health Services Inpatient

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 14111, several - 02EYE)

Gazetted: 24 November 2023

Closing Date: 15 December 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 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

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU), the Mental Health Unit 12B (12B MHU) and the Consultation Liaison (CL) Team across the Emergency Department and Canberra Hospital.

AMHU is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and or treatment initiation. 12B MHU is a 10 bed Low Dependency Mental health Unit.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role you will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

This is a full-time position working across AAMHS on a rotating shift roster, including morning, evening, and night shifts.

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: Terrin Nadar (02) 5124 5452 terrin.d.nadar@act.gov.au

Social Work and Psychology

ED After Hours Senior Social Worker - Health Professional Level 3

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: LP6929 - 02EVG)

Gazetted: 24 November 2023

Closing Date: 8 December 2023

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

Exciting new position for a Senior Social Worker in the Emergency Department at North Canberra Hospital. Permanent part time shift work position. Enjoy excellent work/ life balance with part time hours and take home pay equivalent or greater than full time hours and 5 weeks annual leave a year!

We want to hear from you if trauma informed social work is your passion. As this is a new role you have the opportunity to make it your own and be part of an exceptional team in ED. Due to operational requirements the role is rostered with set hours and a need to work public holidays that fall on rostered days (penalties apply).

Rostered hours are:

Wednesdays 1pm - 4pm

Thursdays and Fridays 3pm - 9pm

Saturdays and Sundays 11am to 7pm.

Social Work within Allied Health, North Canberra Hospital, provides services to a range of clients in the Emergency Department, acute inpatient and specialised outpatient settings. Our social workers work closely with patients, carers, referrers, other health professionals and multidisciplinary teams to achieve safe, high quality patient care. Social workers play a key role in the multidisciplinary management of patients across the care continuum. This position works in collaboration with the social work and multidisciplinary team to deliver services, supporting patient flow and maximising patient outcomes.

This role will support education /professional growth of junior social workers and students.

Professional supervision and professional development is provided through team structures, supervision support, competency based assessments and professional development opportunities.

You will be required to participate in restricted on-call rosters. A merit pool will be developed from this round and may be used to fill vacancies which occur over the next 12 months.

Under limited direction of the Director of Social Work/ Social Work Critical Care Team Leader you will perform clinical social work duties at North Canberra Hospital. You will:

Provide a high level of appropriate skilled clinical assessment and psychosocial interventions across a range of clinical areas, including individual and group work to consumers and carers.

Exercise independent professional judgment in solving problems and managing cases where principles, procedures and techniques require expansion, adaptation or modification.

Liaise with patients, carers and service providers, to enhance and improve clinical outcomes and develop partnerships for health promotion and other service activities identified in the business plan.

Actively contribute to the supervision and education of staff and students. Actively participate in supervision, continuing professional development and performance management.

Actively contribute to the implementation of clinical governance activity, quality improvement projects, research programs and health promotion in areas relevant to service.

Actively participate in team meetings, complete clinical and administrative data collection and case records to a consistent high standard.

Practice in accordance with the professional body's code of conduct, practice standards and organisational guidelines and legislative requirements.

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

About you:

Requirements/Qualifications:

Mandatory

Relevant tertiary qualifications and a minimum of 3 years' experience working professionally in Social Work.

Degree in Social Work (or equivalent).

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

The successful applicant will need to be available for weekend and after-hours work on a roster and will be required to work shutdown.

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.

Highly Desirable

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

Drivers licence

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

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

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

Undergo a pre-employment National Police Check.

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

Note: This position is part-time at (29) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Karen Dell (02) 6201 6314 Karen.Dell@calvary-act.com.au

People & Culture

Senior Advisor –Injury/Rehabilitation Case Management - Administrative Service Officer 6

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: LP8660 - 02F01)

Gazetted: 24 November 2023

Closing Date: 8 December 2023

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

The Senior Advisor Injury/Rehabilitation Case Management is responsible for assisting North Canberra Hospital (NCH) in achieving successful return to work outcomes for injured and ill employees (compensable and non-compensable) and minimise compensation liability. The Senior Advisor Injury/Rehabilitation Case Management operates within a small team of three under the limited direction of the Assistant Director.

NCH is the only Directorate within the ACT Government with the delegation from the Public Sector Workers' Compensation Commissioner to manage all work rehabilitation services as regulated by the Safety Rehabilitation and Compensation Act (SRC Act). To avoid any doubt and to conform to the SRC Act, this position carries the same status and substantive duties as similar roles titled 'Rehabilitation Case Manager' or 'Case Manager'.

Key stakeholders include injured workers and their supervisors/managers, health professionals, the claims administrator (EML), Assistant Director Injury Prevention and Rehabilitation and the Director WHS & Injury Management.

While the Senior Advisor Injury/Rehabilitation Case Management actively collaborates with colleagues, much of their work requires them to operate independently, liaising with stakeholders by telephone, email or in person. The role is also required to undertake related administrative tasks and maintain detailed records, with a significant amount of their work day involving computer-based activities.

The Senior Advisor Injury/Rehabilitation Case Management have the responsibility to ensure the effective, targeted and holistic case management and successful return to work of injured or ill workers.

Key responsibilities include:

Provide proactive case management activities and practices, with the aim of supporting and assisting injured employees in their return to work following injury or illness, by applying best practice injury management principles.

Undertake liaison with workers, managers, supervisors, claims administrators and other stakeholder to achieve optimum rehabilitation and return work outcomes.

Consultation with stakeholders in the management of complex compensation and non-compensation cases including the implementation and review of injury management policies and processes; interpretation of relevant legislation and championing the implementation of best practice injury management across NCH.

Identify factors impeding NCH's ability to meet injury management initiatives and seek to assist in designing remedial actions.

Assist NCH with the identification of suitable duties and implementation of appropriate injury and rehabilitation management action planning

Work with colleagues to identify strategies and education programs for improving NCH injury management.

Contribute to a positive, learning and continuous improvement culture within the injury management team.

Maintain and complete electronic case records to standards required and meet reporting and data collection requirements.

Maintain records in accordance with the Territory Records Act 2002 and Health records (Privacy and Access) Act 1997.

Undertake other duties appropriate to this level of classification which contribute to the successful operation of NCH and Canberra Health Services.

About you:

Requirements/Qualifications:

Desirable

Extensive practical and relevant experience in case/claims management and rehabilitation and/or relevant qualifications highly desirable.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Pru May (02) 6201 6111 pru.may@calvary-act.com.au

Medical Imaging

MI2 Radiographer - Medical Imaging Level 2

Medical Imaging Level 2 \$70,679 - \$97,028, Canberra (PN: LP8826 - 02EY2)

Gazetted: 24 November 2023

Closing Date: 8 December 2023

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

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. Mi2 radiographers are expected to perform an efficient high quality person centred imaging service, including general radiography, mobiles, fluoroscopy and theatre. CT experience is advantageous. MI2 radiographers are expected to participate in professional development activities and provide 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:

Perform efficient high quality emergency, general, mobile and fluoroscopic radiography, in accordance with the MRPB Code of Conduct and Professional Standards, the North Canberra Hospital protocols and Radiation Safety Management Plan.

Use the department's Radiology Information System / Picture Archiving and Communication System to manage patient examination lists, track patients at each stage of the examination process, and correctly archive patient image data.

Manage risks specific to the Medical Imaging Department, including radiation safety and medical imaging equipment maintenance, ensure that equipment is maintained to the relevant standards and faults are reported to service providers and the Deputy Director Medical Imaging.

Communicate effectively with all stakeholders to optimise work practices within the Medical Imaging Department.

Adhere to clinical governance to provide high quality, safe patient focused care, including active participation in ongoing professional education and quality improvement activities.

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:

Requirements/Qualifications:

Mandatory

Relevant tertiary qualifications in Medical Radiation Science (Diagnostic Radiography)

Eligible for AHPRA registration in Medical Radiation Practice

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

Two years' experience in projection radiography, including Emergency, General, Mobile, Fluoroscopy and Operating Theatre Radiography and a good understanding of the MRPB Code of Conduct and Professional Capabilities.

12 months experience of independent practise in CT, including angiography.

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 frameworkser related frameworks.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Shannon Crick (02) 6201 6147 Shannon.Crick@calvary-act.com.au

Finance

Business Manager - Senior Officer Grade C

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: LP9651 - 02EP1)

Gazetted: 24 November 2023

Closing Date: 8 December 2023

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation

About the role:

Business Manager will be an experienced business partner who demonstrates sound communication, financial and analytical skills. Using these skills the Business Manager will provide specialist advice and management through rigorous analysis, modelling, presentation, relationship building, influencing decisions and proactive delivery of a diverse range of business management services. Key to the success of the role will be the ability to engage and influence stakeholders from a financial perspective in timely and effective manner. This position reports to the Senior Business Manager.

Under limited direction of the Senior Business Manager you will:

Hold responsibility for ensuring that the Hospital's financial and clinical information adds value to the planning, performance monitoring and decision making processes to enhance effective management of the Hospital's resources and return the maximum benefit to the patient.

Contribute to the development of the internal budget and forecast models including but not limited to understanding the activity drivers of the hospital.

Provide timely and effective costing and financial and activity performance analysis and reporting for both clinical and non-clinical units including sound analysis supported by informative variance commentary.

Build strong relationships with stakeholders to fully understand the function of their unit to be able to assess risks and opportunities with new services and change management and provide advice on financial, performance and activity matters.

Support the clinical and non-clinical management teams to maintain budget integrity and ownership.

Collaborate with stakeholders to ensure the integrity of financial and activity information used for reporting and decision making.

Provide financial analysis of monthly results and business performance.

Provide scenario analysis, business case support, revenue and cost analysis.

About you:

Requirements/Qualifications:

Desirable

Finance, Accounting and Business related degrees and/or relevant qualifications (i.e. CPA, CA, MBA)

Driver's licence for offsite meeting attendance

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Deirdre Farrell (02) 6207 9000 Deirdre.Farrell@calvary-act.com.au

Medical Imaging - Nuclear Medicine

Nuclear Medicine Technologist - Medical Imaging Level 2

Medical Imaging Level 2 \$70,679 - \$97,028, Canberra (PN: 28989, several - 02EY0)

Gazetted: 24 November 2023

Closing Date: 10 December 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 Nuclear Medicine department has three gamma cameras (a Siemens Intevo Bold 16 slice xSPECT/CT, a GE Hawkeye SPECT/CT and a Siemens single head eCam). The department also provides a Bone Mineral Density service and operates a comprehensive PET/CT facility which incorporates three uptake rooms and an automatic injection system. The successful applicant will be required to work across all three areas of the department.

Refurbishment of the department has begun, with procurement of a brand-new PET/CT, SPECT/CT and Gamma Camera underway. The expansion of the PET/CT service is also including a new automatic injection system and Gallium 68 generator. The service is also expected to expand on current research projects along with the new equipment.

Work in the department is both challenging and rewarding, with a comprehensive range of diagnostic and therapeutic Nuclear Medicine procedures being offered including paediatric, oncology and cardiac studies. The department has recently expanded the services we offer to include diagnostic CT with/without contrast. This position will suit an enthusiastic Nuclear Medicine Technologist with experience in developing and promoting standards in a professional team. The successful applicant will be required to work across all areas of the Nuclear Medicine and PET section, including BMD and Diagnostic CT.

New graduates are encouraged to apply.

Note there are two positions available, one permanent and one temporary up to twelve months in duration. The temporary role may be extended and/or made permanent.

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.

Possess and appropriate ACT Radiation Licence (or equivalent).

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

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

Contact Officer: Ross Bevan (02) 5124 4345 Ross.Bevan@act.gov.au

Chemical Pathology

Staff Specialist / Senior Specialist - Chemical Pathologist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 47489 - 02EQG)

Gazetted: 27 November 2023

Closing Date: 4 December 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:

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](#)

ACT Pathology is a division of Canberra Health Services with laboratories located at both the Canberra Hospital and North Canberra 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. ACT Pathology incorporates the Academic Department of Pathology of the Australian National University (ANU) School of Medicine and Psychology (SMP) led by the Professor of Pathology.

The Chemical Pathology Department within ACT Pathology is a busy general unit, providing diagnostic, analytical and consultative public hospital services for the entire ACT, as well as substantial private and community outpatient services. It performs a wide spectrum of testing that ranges from automated, high throughput analysis to specialised testing. It is one of the busiest laboratories within pathology performing over 1 million tests per annum. Chemical Pathology is currently accredited with the Royal College of Pathologists Australasia (RCPA) for provision of Registrar training for a period of 4 years.

Duties:

Under limited direction of the Clinical Director of Chemical Pathology and the Executive Director of Pathology, you will be required to attend the laboratory for designated sessions, participate in the Chemical Pathology on-call roster, and provide supervision to scientific staff and registrars ensuring quality of results reported from the laboratory.

Report abnormal results requiring consultant opinion as defined by laboratory protocols.

Provide advice as required to laboratory staff, registrars and other medical staff of the appropriate ordering of chemical Pathology investigations and interpretation of results.

Be available to take calls whilst rostered on the on-call roster and during the laboratory rostered session times.

Participate in teaching, training and supervision of Registrars and medical students.

Participate in Quality Assurance activities in the department. Be familiar with and observe all relevant accreditation standards, ACT Health policies and procedures and other legislative requirements.

Support the Chemical Pathology laboratory team in providing an effective service in a positive and collaborative manner, providing leadership where required and modelling the Canberra Health Services values.

Conduct self-initiated or participate in collaborative research projects.

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

For more information about the position and how to apply, please click here to see the [Position Description](#).

Note: This is a part-time permanent position available at 32 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Dr Marie Salib (02) 5124 8646 Marie.m.Salib@act.gov.au

CHS Clinical Services

Surgery

Surgical Services

Post Anaesthetic Care Unit - Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 63783 - 02F0T)

Gazetted: 29 November 2023

Closing Date: 11 December 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.

About the Role: 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 Clinical Development Nurse is seen by the Organisation as a source of expert nursing knowledge, skills and attributes and is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff and provide direct nursing care as required.

Please

note: Interviews will be held between the 18th and 23rd December 2023 with outcomes to be processed in the new year.

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

Note: This is a temporary position available for four eight months with the possibility of extension. This position is part-time at 20 hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Sharon Jeffery (02) 5124 3201 Sharon.Jeffery@act.gov.au

North Canberra Hospital

Corporate and Finance

Accounts Payable Officer - Administrative Service Officer 4

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: LP8998 - 02F3U)

Gazetted: 27 November 2023

Closing Date: 15 December 2023

Details: What can we offer you:

- City living without the traffic – click her to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.

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 current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community-based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24-hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

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 Finance Team at North Canberra Hospital is seeking a motivated and well organised individual who can work independently and as a team member in the Accounts Payable team, including working in APIAS and promoting timely payment of invoices.

Under limited direction of the senior accountant the primary responsibilities of the position are:

- Receive and redirect invoices to certifying and approving officers
- Enter invoices to the Accounts systems (APIAS and Oracle)
- Apply financial policies and procedures including adherence to delegated authorisations.
- Attend to vendor enquiries
- Perform other duties as assigned from time to time within the Finance and Accounts team.
- Undertake other duties appropriate to this level of classification, which contribute to the operation of the organisation.

About you:

Requirements/Qualifications:

- Previous experience in a finance operations or processing environment would be highly regarded. Demonstrated knowledge of Oracle/APIAS an advantage
- 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:

- Prior to commencing this role, a current registration issued under the [Working with Vulnerable People \(Background Checking\) Act 2011](#) is required.
- 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: Rebecca Dowling 62016108 Rebecca.Dowling@calvary-act.com.au

CHS Clinical Services

Surgery

Intensive Care Unit

Nurse Level 2 - Registered - Research and Data Coordinator

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 29857 - 02EZ5)

Gazetted: 27 November 2023

Closing Date: 11 December 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.canberrahealthservices.act.gov.au/>

The Intensive Care Unit is a 31-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma.

The unit participates in international multi-disciplinary and multi-center research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research.

CHS is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000.

The primary objective of the ICU Research and Data Office is to support Clinical Research and associated Data Management. These requirements are determined primarily by the ICU Leadership Committee and the ICU Research Executive Committee.

The Research and Data Team conducts and coordinates research and data activities within the scope and governance of various committees both internal and external of ACT Health.

The Research and Data Coordinator is responsible for assisting the Research and Data Manager with ICU research projects along the continuum of the projects; research approval, site preparation, divisional education relating to research, implementation of studies, patient recruitment, data collection, data entry, data cleaning, and liaison between study groups, Investigators, Research Governance Office and Research Nurses. A large component of this job is data management which requires advanced database and computing skills.

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.

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

This position is part-time at 32 hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Mary Nourse (02) 5124 3303 Mary.Nourse@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community mental Health Services

Allied Health Assistant 3 - Adult Community Mental Health Services

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 37826 - 02F13)

Gazetted: 28 November 2023

Closing Date: 12 December 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.

About the Role:

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 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.

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: Siji George 02-5124-1468 siji.george@act.gov.au.

Gynaecology & Obstetrics

North Canberra Hospital - Obstetrics and Gynaecology Registrar (Unaccredited) Registrar 1-4

Registrar 1-4 \$112,917 - \$141,084, Canberra (PN: LP6896, several - 02EQU)

Gazetted: 28 November 2023

Closing Date: 11 December 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 Role:

Obstetrics and Gynaecology at the North Canberra Hospital offers a wide range of experience in O&G with exposure to the subspecialties of Maternal-Fetal Medicine and Urogynaecology. The North Canberra Hospital is the tertiary referral hospital for the ACT and surrounding region with over 1900 births per year.

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 Department of Obstetrics and Gynaecology recognises the importance of work life balance and choice related to family planning. We are supportive of part time applicants and Maternity Leave.

This is an accredited RANZCOG Training site, but also provides a number of unaccredited registrar positions to assist with upskilling and support in future career steps including applying for RANZCOG training, or obtaining a Diploma.

The accredited positions are highly structured in line with the RANZCOG curriculum, with inbuilt rostered time for research, administrative tasks and study. There is a structured teaching program with 4 hours of protected time per week. There is ample exposure to a variety of clinical opportunities and access to rural and metropolitan rotations in keeping with RANZCOG basic training requirements.

The unaccredited positions are service roles that would suit a junior registrar seeking additional experience, or overseas-trained doctors. The majority of duties will be in the area of acute obstetrics, outpatient clinics and emergency gynaecology, exposure to gynaecological operating will be limited. Training and supervision opportunities will be catered for.

Under limited direction of the Medical Unit Director you will perform you will:

Provide competent and efficient clinical management of patients of Canberra Health Services under the supervision and direction of Consultant Medical Practitioners. This includes acute admissions, inpatient care, outpatient clinics, inter-disciplinary consults and clinical handover.

Participate in the supervision, training and professional development of junior medical staff, nursing and midwifery staff.

Communicate and collaborate within the multidisciplinary clinical team.

Demonstrate progress in training in the specialty including participation in the relevant teaching program and activities, and involvement in research.

Participate in the after-hours and on-call roster.

Contribute to clinical audit and participate in changes that improve quality and safety of patient care.

Maintain adequate and legible medical record and ensure that the clinical team completes discharge summaries in a timely manner.

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
MBBS degree registrable with the Australian Health Practitioner Regulation Agency (AHPRA)

Ability to balance training and education requirements with service provision, within the limitations of a busy public health service, with sufficient experience and availability to participate in the after-hours on-call O&G roster
Demonstrable interpersonal, communication and team building skills appropriate to work in a multidisciplinary clinical environment, including sufficient experience to supervise junior medical staff independently.

Experience with clinical research and writing of scientific papers.

Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

Position Requirements / Qualifications

Mandatory

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

Currency in an Advanced Life Support Course to be attained within three months of commencement with annual refreshers.

You require at least 1 year of experience in the Australian health care system.

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

Desirable

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Samantha Garvin (02) 6201 6104 Samantha.Garvin@calvary-act.com.au

Women, Youth & Children

Medical Training and Accreditation Support Officer - Women, Youth & Children

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 61499 - 02F0C)

Gazetted: 28 November 2023

Closing Date: 5 December 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 Women, Youth and Children (WYC) provides a broad range of primary, secondary and tertiary healthcare services. Service provision is based on a family-centred, interdisciplinary approach to care, in partnership with consumers and other service providers.

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.

Within the Division of Women Youth and Children, there are a number of vocational training programs for medical practitioners, including obstetrics and gynaecology training, basic paediatric training, and advanced training in paediatrics and neonatology.

The Division of Women Youth and Children is seeking a Medical Training and Accreditation Support Officer to provide senior administrative support for all facets of these training programs. They will work in partnership with Medical Practitioners, Midwives, Nurses, Allied Health Professionals and Healthcare providers to provide clinical project support including working with internal and external stakeholders, managing projects, business improvements, education, accreditation, recertification and professional development of practitioners. The role will work closely with the directors or coordinators of the training programs, and the trainees.

For more information regarding the position 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.

Contact Officer: Samantha Lang (02) 5124 7431 Samantha.Lang@act.gov.au

CHS Chief Executive Officer

Office of the CEO

Office of the CEO

Director ICT and Digital - Northside Hospital Transition

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 61135 - 02F2I)

Gazetted: 28 November 2023

Closing Date: 6 December 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 Hospital Projects transition team was established to achieve the transition of the North Canberra Hospital. The team is now implementing the Post Acquisition Plan to complete transition activities and integrate the North Canberra Hospital (NCH) into Canberra Health Services (CHS). Working with the Senior Director, the position is focussed on supporting transition and change management for NCH ICT to move to full ACT.GOV network/activities.

Please

note: Interviews for this position will be held between 11th of December 2023 and 15th of December 2023 with outcomes to be processed in the New Year.

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

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

- Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of 6 months with the possibility of extension up to less than 12 months.

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

Contact Officer: Krystle Huggett (02) 5124 6005 Krystle.Huggett@act.gov.au.

CHS Chief Executive Officer**CHS Allied Health****Occupational Therapy Clinical Educator****Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 19255 - 02F2G)**

Gazetted: 28 November 2023

Closing Date: 14 December 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 Office of the Executive Director Allied Health (EDAH), CHS provides professional and strategic leadership, for Allied Health professions within CHS and for collaborating, providing advice and advocacy to the ACT Government regarding Allied Health related matters. The EDAH Office is responsible for assisting in the delivery of workforce reforms, and for strengthening and developing CHS wide Allied Health services through innovative models of care and service delivery and representing the territory on relevant national forums.

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

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: Carmel Blayden 0466-334-578 carmel.blayden@act.gov.au.

Intensive Care Unit**Paediatric ICU Specialist****Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 63786 - 02F3E)**

Gazetted: 28 November 2023

Closing Date: 10 December 2023

What can we offer you:

City living without the traffic – click hereto 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](#)

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

The Canberra Hospital is a tertiary referral and trauma hospital with approximately 700 beds, serving the Australian Capital Territory and Southern New South Wales. The hospital provides services in all specialties except major burns, spinal injuries and solid organ transplantation. There are accredited training programs in all major specialties. The hospital is the principal teaching hospital of the Australian National University (ANU) Graduate Medical Program.

The Canberra Hospital ICU is a 39-bed general ICU which routinely cares for medical and surgical patients, including major trauma, cardiac, thoracic and neurosurgery.

In 2024, Canberra Health Services will open a 4-bed Paediatric Intensive Care Unit (PICU) within a 48-bed Adult ICU footprint, in the soon to be completed Critical Services Building. The PICU will care for patients who require short term (24-48hrs) support and/or monitoring either as a bridge to recovery or transfer to a higher level PICU. The PICU will work collaboratively with interdisciplinary teams including the Paediatric Medicine, Paediatric Surgery, Emergency and Anaesthetics departments.

The Paediatric Intensive Care Specialist will lead the establishment and education of a group of medical and nursing staff to look after highly dependent or critically ill children, in collaboration with the Sydney Children's Hospital Network.

The Paediatric Intensive Care Specialist will have rostered non-clinical time to develop the PICU service. The successful candidate will also contribute to the adult ICU clinical roster, including on-call, until PICU activity is sufficient, at the direction of the ICU Clinical Director.

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

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology ANU College of Health and Medicine (EA - Cheryl Morse E: cheryl.morse@anu.edu.au).

A performance assessment will be conducted within three months following commencement of employment. At least every twelve months, a performance review will be undertaken that includes expectations in respect of management responsibilities, quality improvement and clinical governance activities, post graduate and undergraduate teaching activities, continuing education, research, health outcomes.

Duties:

Deliver clinical care expected of an experience medical practitioner in the discipline of Intensive Care Medicine and in line with College of Intensive Care Medicine Guidelines.

Lead and develop a multidisciplinary team directed towards the care of critically ill patients include patients with life-threatening single and multiple organ system failure, those at risk of clinical deterioration as well as those requiring resuscitation and/or management in an intensive care unit or a high dependency unit.

Be proficient in the performance and education of technical skills required to manage the critically ill child.

In partnership with other members of the Intensive Care Unit executive, be accountable for day-to-day operations of the service and endeavour to ensure that clinical, strategic, and key performance indicators are met.

Communicate with internal and external stakeholders (namely Paediatricians, Paediatrics surgeons, NETS and Sydney Children Hospital Network) across and outside of Canberra Health Services, to enable appropriate and effective interaction with patients, families, other team members and referring clinicians, and other health services, to facilitate and ensure collaborative, multidisciplinary patient care.

Be responsible for the supervision of multidisciplinary health care staff including, Nurses, Senior and Junior Medical Officers, and allied health with respect to specific paediatric education and skill training.

Conduct, supervise, and encourage research and quality assurance activities, in line with the ICU's research and quality assurance program.

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

For more information about this position and how to apply, please click here to see the [Position Description](#).

Contact Officer: Tonia Sydney 0468663425 tonia.sydney@act.gov.au

CHS University of Canberra Hospital

UCH Rehabilitation

UCH Brindabella Rehab Services - Allied Health

Rehabilitation Coordinator (Health Professional 4) The University of Canberra Hospital

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 20293 - 02F0G)

Gazetted: 29 November 2023

Closing Date: 13 December 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.

About the Role:

An exciting opportunity has arisen for a suitably experienced allied health professional to join the Brindabella Day and Ambulatory Service (BDARS) leadership team.

This position is responsible for overseeing referral management, in BDARS supporting the team in clinical decision making for complex clients, service coordination of the ACT Motor Neurone Disease service and supporting service development and evaluation and staff development within BDARS alongside the HP5 manager and other HP4 coordinator.

The outcome of this recruitment may be decided on written application alone.

Applicants who are unable to work fulltime, but open to job sharing arrangements are encouraged to apply. Job sharing will be considered as will part time of 0.8FTE or above.

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.

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

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

Contact Officer: Megan Sullivan (02) 5124 0079 megan.sullivan@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community mental Health Services

Senior Clinician (Occupational Therapist | Psychologist | Social Worker) - Adult Community Mental Health Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 57162 - 02F17)

Gazetted: 29 November 2023

Closing Date: 12 December 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, 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 several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home.

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 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 also undertake

professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

The Assertive Community Outreach Service (ACOS) provides service delivery for supporting clients with a chronic and enduring mental illness, often with comorbid diagnoses. ACOS operates an extended hours service, operating seven days a week from 08:30 to 21:00 and the position holder will be required to work a rotating roster including morning and evening shifts, weekends and public holidays. As an ACOS team member, you will be expected to participate in the full shift work roster and will be provided with 5 weeks annual leave per year.

The position reports to the ACOS Team Leader and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists, Medical Officers, and Allied Health Assistants). 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.

This position may be appointed using written application alone, without interview.

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: Carla Ormston 02-5124-1236 carla.ormston@act.gov.au.

CHS People & Culture

Learning and Development Administrator - Workforce Capability

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 63811 - 02F3A)

Gazetted: 27 November 2023

Closing Date: 4 December 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 People and Culture (P&C) 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 Canberra Health Services (CHS).

Working closely with CHS Divisions, the P&C 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, leadership and work safety training, workforce planning, industrial and employee relations, pay and benefits, rewards, and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Workforce Capability (WC) is the largest area of training within CHS, reporting to the Executive Group Manager (EGM) of P&C. WC is located on the Canberra Hospital Campus and provides a key coordination role for learning and development (L&D) in CHS. WC provides education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation and our consumers, as well as valuing the needs of staff. WC develops many of the eLearning programs and manages the learning management system (LMS), reporting and policies for most of the education/training in CHS. WC manages the systems, reporting and procedures for education and training in CHS. This position reports to the WC SOG C Education and Training officer and WC Senior Director.

You will work as part of an inter-professional education team providing leadership and support across the WC administrative team. This role will assist in the development of online orientation programs for the Clinical Services Building (Building 5). The role also assists with the management of the CHS Learning Management System and organisational reporting requirements.

Workforce Capability (WC) are seeking a motivated person with high level customer service skills to fill an ASO 5 position- Canberra Health Services (CHS), Learning Management System (LMS) – HRIMS Administrator. The successful applicant will be required to work effectively both as a team member and with a high level of autonomy

including managing complex queries and developing orientation programs for the new Clinical Services Building (5) at CHS. A high level of Information technology skills is required. This position reports directly to the Senior Office Grade C – Learning and Development Assistant Director of WC. This is a full-time position, 6- month temporary vacancy with the possibility of extension or permanency. Suitable applicants may be determined via written application only.

For more information regarding the position 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.

Note: This is a temporary position available for a period of 6 months with the possibility of extension up to less than 12 months and/or permanency.

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

Contact Officer: Deborah Moore (02) 5124 7057 Deborah.Moore@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 Futures and Students

Education Services

Awards and Programs

Education Services Officer

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 38926)

Gazetted: 29 November 2023

Closing Date: 13 December 2023

Details:

Administration Officer – Awards and Programs

Do you currently work with in an office environment and are seeking a change of pace?

Are you looking to transition into the public service?

Or maybe you are just a little curious.... Read on!

CIT is seeking an experienced Education Services Officer to join the CIT Awards and Programs team.

WHAT DO WE WANT?

CIT is seeking a collaborative, customer-centric administration professional to fill the position of Education Services Officer within the CIT Awards and Programs team. The key responsibility of this key focus is providing high level administrative support to the Head of Department and Teaching staff.

WHATS THE POSITION?

As an Education Services Officer in the Awards and Program team, this position is responsible for issuing qualifications and certification documentation to students, including reviewing the students' records to determine eligibility to receive documents. The Awards and Programs team is also responsible for entering course information (programs and subjects) on CIT systems and maintaining curriculum documents.

This position is responsible for providing exceptional customer service, responding to an array of enquires, coordinating meetings, data base and records management, and associated administrative functions. High level communication, administration and time management skills are essential in this role.

WHAT DO I NEED?

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

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

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

How to apply: Please submit a pitch (two pages maximum) and a curriculum vitae, along with contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: MatthewC Ryan (02) 6207 4870 MatthewC.Ryan@cit.edu.au

Education Futures and Students

Education Services

Manager, Governance Systems

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 16478)

Gazetted: 27 November 2023

Closing Date: 4 December 2023

Details:

Do you have exceptional writing, coordination and administration skills?

Are you an experienced policy or communications officer, or someone who is currently working in the tertiary education sector?

Are you curious and ready for a new challenge?

The Canberra Institute of Technology (CIT) is currently seeking a permanent Manager – Governance systems to join our Education Services team.

WHAT DO WE WANT?

CIT is seeking someone with a passion for governance, high-level skills in writing and coordination, and experience within the tertiary education sector to fill the position of Manager – Governance Systems which is part of the CIT Education Services team. The position's key focus is to provide secretariat support to the CIT's Academic Council and ensure a smooth flow of information between line areas and the Academic Council.

WHATS THE POSITION?

Reporting to the Senior Education Leader, the primary focus of the Manager Governance Systems to aid in the development of academic processes and systems, aimed at improving the quality of CIT's academic offerings, and to provide secretariat support to the CIT's Academic Council. This position will be key in drafting and collating briefing materials from various sources across the institute, preparing institute-wide communication plans related to Academic Governance, analysing and assessing policies, and providing policy advice to decision-makers. The position will work collaboratively with academic and administrative teams across the Institute and will develop, implement and drive the support of these systems.

WHAT DO I NEED?

To be successful in this position you will need strong writing skills as you will be preparing high level written correspondence, which will be presented to CIT's Academic Council, and the CIT Executive and Board. A background in policy, communications or brief writing would be highly regarded as would an understanding of or previous experience within the VET or tertiary education space.

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.

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

How to Apply: Please include your curriculum vitae and a pitch of not more than two pages addressing the selection criteria and behavioural capabilities, as well as details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andre Diez de Aux 0479182701 andrec.diezdeaux@cit.edu.au

CIT Education and Training Services

CIT Pathways College

CIT Student Support

Mentor for Students

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 41215, several)

Gazetted: 27 November 2023

Closing Date: 4 December 2023

Details: CIT Student Support is seeking applications to fill several full-time and part-time seasonal positions to mentor students across a range of CIT programs (including apprentices/trainees, Fee Free Training, and targeted student groups).

This work aims to support students with both their study and personal issues, advising students and referring to appropriate services.

Applicants need to possess the ability to be flexible, engage well with diverse people with a wide range of competing demands, and work to identified needs in the departments they are placed in. Experience working in the VET environment is an advantage.

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

Eligibility/Other requirements:

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

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

Current driver's licence

Notes: Temporary employment offered will include active and inactive periods in line and compliant with the relevant Enterprise Agreement.

These positions are temporary Seasonal Fixed Term Employment contracts for a period of three (3) years with the potential of a two (2) year extension. The contract will be no less than 22 weeks paid employment per 12-month period.

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

How to apply: Applicants are required to provide:

A maximum of two-page response to the attached Selection Criteria

A curriculum vitae that includes registration number and expiry date of your Working with Vulnerable People registration or evidence of application for Working with Vulnerable People registration

Two referee reports using the attached referee report template.

There is a limit of 10MB and 10 documents per application in the online application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Wallis (02) 6205 9628 Belinda.Wallis@cit.edu.au

Education and Training Services

CIT Trade Skills

Hospitality, Culinary and Tourism

Culinary Teacher

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 51155)

Gazetted: 24 November 2023

Closing Date: 8 December 2023

Details: Are you an experienced Chef looking for a new career path? Would you like to teach the next generation of Chefs your cooking skills and knowledge?

The Hospitality, Culinary and Tourism department at CIT are looking for a team player and enthusiastic culinary teacher to provide excellent training and assessment for the benefit of students, their employers and industry within the guidelines of the Certificate III in Commercial Cookery course.

Due to the nature of this position, teaching across commercial cookery programs, additional tasks such as food ordering, food packaging, menu design, minimise food wastage, operate restaurant service periods in the CIT Restaurant, and maintaining kitchens and equipment to a high level of cleanliness is an integral part of this position.

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:

Mandatory qualifications and/or registration/licencing

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

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

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

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

- o 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).

- o Qualification - Certificate III in Commercial Cookery (SIT30816 or equivalent).

Industry Experience:

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

- o 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.

Desirable:

Certificate IV in Commercial Cookery or above e.g. Diploma of Hospitality Management

Certificate III in Patisserie

High level computer literacy

Experience in navigating an on-line learning platform.

Knowledge of the Australian Apprenticeship system.

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

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

How to apply: Please 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: Nicole Dixon (02) 6205 5491 Nicole.Dixon@cit.edu.au

Education Futures and Students

Pathways College

Year 12 Department

Year 12 Teacher

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 37624)

Gazetted: 23 November 2023

Closing Date: 7 December 2023

Details: Year 12 Science/Certification Teacher Wanted!

Passionate about teaching Human Biology, Chemistry and Senior Science?

Experienced with BSSS policies and procedures?

Experienced Certification and ACS manager?

Are you a leader and looking for mentor opportunities?

We need you!

Join us today at CIT Year 12 Program. Teach, inspire, and guide students.

Benefits:

Fulltime, flexible working arrangements to support work/life balance.

Competitive pay, superannuation, accrue long service leave, professional development fund.

Generous leave allocation (School Holidays and Christmas shut down).

The role requires:

Teach as required by the Head of Department up to the number of hours prescribed in the relevant industrial award.

Develop educational resource material, for new and existing programs of study incorporating a range of technologies including online learning, and eLearn.

Develop, conduct, and mark suitable assessment tasks, examinations and implement assessment procedures according to CIT and Board of Senior Secondary Studies policies/policies and relevant external contract requirements, working individually and as a member of a team.

Counsel and advise students on their programs of study, goals, learning pathways and provide pastoral care relevant to their effective participation in the courses offered.

Maintain student records as required, including complete and detailed records of relevant student assessments and performance.

Participate in staff meetings, enrolment sessions and professional development sessions within the Institute, College and Programs as required, including external governing bodies (Board of Senior Secondary Studies). Organise and/or lead relevant fieldwork and student excursions as required or allowed by the curriculum. Perform educational coordination and administrative tasks and other incidental duties as directed by the Head of Department including management and use of the ACT Certification Systems database (ACS). Leading of Board of Senior Secondary Studies processes including all ATAR (Australian Tertiary Admissions Ranks) enquiries and calculations as well as and including all Board of Senior Secondary Studies Certification responsibilities. Leading processes such as scaling, merging units into courses, management and overseeing of student package portfolios and ensuring 'perfect' data on ACS at the end of each semester. Apply CIT policy and principles in relation to Equity and Diversity, Student Equity, Work Health and Safety, Workplace participation and mandatory reporting obligations concerning suspected child abuse under the Children and Young People Act 2008.

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

Eligibility/ Other Requirements: QUALIFICATIONS AND EXPERIENCE:

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

ACT PUBLIC SECTOR - CANBERRA INSTITUTE OF TECHNOLOGY (TEACHING STAFF) ENTERPRISE AGREEMENT 2021 – 2022

40.8 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).

40.14 An employee at the Teacher Level 1 classification teaching in the Year 12 program, who does not participate in VET as regulated by ASQA, will not be required to hold qualifications other than those required by the ACT Board of Senior Secondary Studies (BSSS). Should VET be undertaken, clause 40 qualification requirements will apply in their entirety.

Note: This is a temporary position available 22 January 2024 to 17 January 2025 with the possibility of extension up to 12 months and/or permanency.

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

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

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

Applications should be submitted via the Apply Now button.

Contact Officer: Kiley Lambert (02) 6205 2393 KILEY.LAMBERT@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Executive Branch Manager, Business and Innovation

Temporary Vacancy (15 December 2023 to 5 January 2024)

Chief Minister, Treasury and Economic Development Directorate

Economic Development

Position: E891

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS SOGA's and MPC Infrastructure Managers

Date circulated: 24 November 2023

Expressions of interest (EOI) are sought for the position of Executive Branch Manager (EBM), Business and Innovation. This is a short-term vacancy available from 15 December 2023 to 5 January 2024 inclusive.

Business and Innovation is central to the Government's jobs growth agenda and works to deliver on the ACT Government's objective of diversifying and strengthening the ACT economy to create a vibrant community for Canberrans and for people visiting Canberra.

As EBM, you will be responsible for leading the development and management of programs, activities and initiatives that promote economic development, including:

- Growth and promotion of local defence, cyber, renewable energy, advanced technology and manufacturing capability.
- building a connected innovation ecosystem that supports and enables entrepreneurs, start-ups and high growth businesses but also any Canberra business looking to grow
- engaging with and facilitating opportunities for local small and medium sized businesses to grow
- promoting Canberra as Australia's higher education and research capital and study destination for international and domestic students

For further information, please see the attached Executive Capabilities.

Eligibility/Other Requirements: Appropriate management qualifications and/or significant management experience; and proficient financial/budget management skills and experience, are highly desirable.

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: Provide an Expression of Interest of no more than one page, addressing the Executive Capabilities, your curriculum vitae and details of two referees to Hugh Maclachlan via email, Hugh.Maclachlan@act.gov.au by COB Thursday 30 November 2023.

Contact Officer: Hugh Maclachlan (02) 6205 5588 hugh.maclachlan@act.gov.au

Revenue Management

Business Systems

Systems Developer

Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: 49730)

Gazetted: 27 November 2023

Closing Date: 11 December 2023

Details: The ACT Revenue Office (ACTRO), are looking for a flexible and proactive Systems Developer to join the Business Systems Team.

The Systems Developer will work in a DevOps framework and be responsible for production support of various systems and be involved with development of new capabilities.

This role requires the successful applicant to support multiple critical business systems for government or equivalent private organisations, be proactive in working with product owners, analysts, testers and scrum masters and have the ability to work flexibly.

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

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

How to apply: If you are interested in this position, please submit a maximum two-page pitch outlining your Knowledge, Skills and Capabilities against the Selection Criteria along with a copy of your current curriculum vitae including the details of two referees.

Contact Officer: Anthony Tuipeatau (02) 5124 9422 Anthony.Tuipeatau@act.gov.au

Office of Industrial Relations and Workforce Strategy

Work Safety Group

Data, Analytics and Finance

Finance Manager

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 34745)

Gazetted: 23 November 2023

Closing Date: 7 December 2023

Details: This is an opportunity for individuals who are interested in managerial finance and self-insurance to join the Work Safety Group in the Chief Minister, Treasury and Economic Development Directorate (CMTEDD).

Duties include supporting and operationally leading the management of Public Sector Workers Compensation Fund accounts and activities relevant to meeting budget and annual reporting requirements.

The successful applicants will work with high degree of independence.

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Eligibility/Other requirements:

Tertiary education in accounting, finance or investments with a minimum three years working experience is preferred.

Relevant professional qualification in Australia, e.g. CA, AT or CPA Australia, or comparable overseas qualification would be an advantage.

Experience working with finance systems, in particular TM1 and Oracle, is highly desirable.

Experience in the areas of insurance, work health and safety, work-related injury management or workers' compensation is highly desirable.

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

How to apply: Please submit your current curriculum vitae, details of two referees, and a statement that is no more than two pages to describe your relevant skills and experience.

Your statement should consider the Position Description and include information that provides evidence of your suitability against the capabilities that form the criteria that are required to perform the duties and responsibilities of the position. You should include specific examples of your work where possible.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hana Alnajjab (02) 6207 2557 Hana.Alnajjab@act.gov.au

Budget, Procurement, Investments and Borrowings, and Shared Services Finance (BPIF)

Shared Services Finance

Business Intelligence and Banking Initiatives

Assistant Director, Banking Initiatives (Contract Management)

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 07056)

Gazetted: 23 November 2023

Closing Date: 30 November 2023

Details: Shared Services Finance has an exciting opportunity for a banking product and services professional to join our team. If you are capable of juggling product and service offerings, governance, compliance, planning and risk, and can handle the ebb-and-flow of a high tempo finance operations area, with sufficient motivation not to accept the present state of the world, then you just might be the person we are looking for.

You will need to demonstrate an understanding of customer experience in the context of delivering banking products and services needed by our directorate/ACT entity partners to support them in delivering their strategic goals.

You need to be comfortable taking responsibility for managing the day-to-day banking operations processes of the Territory, liaising with the Territory Banking Services Provider regarding cards and other banking products consumed by the Territory, as well as dealing with the range of issues, including contractual, arising with payments, products and services.

Beyond the compliance obligations imposed upon you as a member of the ACTPS, you will also need to remain alive to ensure broader adherence and compliance with the bank's payment related policies.

If you like big ideas and want to be involved in a changing banking product and service landscape, then you could become part of the continuing Shared Services Finance story.

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 in working in a banking services and product management environment is highly desirable.

Relevant tertiary qualifications and/or demonstrated relevant experience in a similar role will be highly regarded.

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

Selection may be based on consideration of the application and referee reports only. This position is based in an

office that will be designed for activity-based working (ABW). Under ABW arrangements, you will be part of a neighbourhood but will not have access to a designated workstation/desk.

How to Apply: Please make sure you supply a two-page pitch addressing the elements of the 'What You Require' section of the attached Position Description, as well as a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alan Ross (02) 6205 1239 Alan.Ross@act.gov.au

DDTS

CESB

Service Management/ICT Service Desk

Service Delivery Officer

Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: 14328, several)

Gazetted: 23 November 2023

Closing Date: 7 December 2023

Details: We're looking for enthusiastic people with the right mix of customer service and ICT knowledge to join our team.

As part of the ICT Service Desk, you will provide first level ICT support to staff across ACT Government. Your duties will include:

Answering phone calls

Responding to emails

First level troubleshooting

Recording ICT requests or incidents

The successful applicant will have:

A good understanding of ICT

Excellent communication skills

A strong customer focus

The ability to deliver high quality support via phone and email.

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Eligibility/Other requirements:

Hold or have the ability to obtain and maintain a CMTEDD issued Personal Vetting program certificate/clearance is essential.

A driver's license class C is desirable.

Notes: There are several temporary positions available immediately for a period of 12 months with the possibility of permanency. These positions are part-time at (16-20) hours per week and the full-time salary noted above will be pro-rata.

The ACT Public Service is committed to providing employees with work/life balance through flexible working arrangements. If you are looking for part-time work – we would love to hear from you.

How to apply: Please provide a two-page pitch of your demonstrated experiences that are relevant to the 'What You Will Do' section, item 1, 2, 3 and 4 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 performance.

Applications should be submitted via the Apply Now button below.

Contact Officer: Felicity Knott (02) 6205 0346 Felicity.Knott@act.gov.au

Access Canberra

Service Delivery and Engagement

Land, Planning and Building Services

Customer Service Officer/Senior Technical Officer

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 12403)

Gazetted: 24 November 2023

Closing Date: 1 December 2023

Details: The Land, Planning and Building Services (LPBS) team within Access Canberra is seeking a highly motivated individual for our Customer Service Officer/Technical Officer position. The successful applicant will be required to conduct building approval compliance audits and examine building plans in line with relevant governing legislation, policies and procedures as well as provide high quality technical advice regarding building/construction compliance to building practitioners, internal stakeholders and members of the public via multiple channels including email, phone and face to face.

The successful applicant will oversee and take responsibility for managing complex building applications including the issuing of Certificates of Occupancy and Use and the auditing of applications as well as assist in managing the LPBS team to provide high quality customer service to the community.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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: Accredited technical qualifications and skills to qualify for registration and/or certification as a principal building surveyor (as defined in the *Construction Occupations (Licensing) Act 2004*) are highly desirable. This position does not require a Working with Vulnerable People Check.

Notes: This is a temporary position available from 02 January for a period of three months with the possibility of extension up to 12 months and/or permanency.

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

How to apply: Please review the Position Description details about the role associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, curriculum vitae and the contact details of two referees.

The written application should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description but indicate your capacity to perform the duties and responsibilities at the specified classification.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steve Bowen (02) 6207 6955 Steve.Bowen@act.gov.au

Access Canberra

Construction and Planning Regulation

Construction Licensing and Governance

Director, Construction Licensing and Governance

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 40582)

Gazetted: 24 November 2023

Closing Date: 8 December 2023

Details: Do you enjoy leading a team in a fast-paced environment? Do you have the ability to adapt well to change and balance competing priorities? If you are looking for a challenge, we may have the perfect role for you!

As a Director in the Construction Utilities and Environment Protection Branch, you will be a Deputy Construction Occupations Registrar and leader responsible for various aspects of the regulation of construction practitioners in the ACT.

The teams you will lead are made up of highly skilled and motivated staff delivering on the Construction Occupations Registrars vision for an empowered community, an accountable industry, and an effective regulator. The staff of the Construction Licensing and Governance teams work together and across the branch to protect the community from harm, improve confidence in building and construction activities by being a proactive and responsive regulator, and engage with stakeholders to achieve good regulatory outcomes.

Staff in each team implement and enforce regulatory regimes under the construction and planning laws of the Territory. We do this through engagement with stakeholders and proactive action, as well as reactive and proportionate enforcement actions.

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

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

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

Applications should be submitted via the Apply Now button.

Contact Officer: Gabrielle Barnes (02) 6205 4894 Gabrielle.Barnes@act.gov.au

Access Canberra

Corporate Support and Capability

Digital Design and Delivery - Information Management and Compliance

Records and Systems Officer

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 04281)

Gazetted: 27 November 2023

Closing Date: 11 December 2023

Details: The Information Management and Compliance Team is a unit within Digital Design and Delivery who is responsible for the provision of advice and support to Access Canberra business units about the management of physical and electronic records arrangements in accordance with Territory and ACT Government standards. The team also provides administrative support and training for the Objective Electronic Document and Records Management System (EDRMS).

Access Canberra is looking for a suitable candidate who can join the Information Management and Compliance Team. We're looking for someone who is excited about the prospect of using technology to make things easier, loves to fix problems before they occur and enjoys the challenge inherent in system-based problem solving and the delivery of records management advice and support to Access Canberra Teams.

If you:

- Understand why customer service plays a big part in providing credible and valued support
 - Are an organised and dynamic individual who enjoys working with technology to solve business problems
 - Are interested in systems administration and technical support
 - Are excited by the opportunity to participate in change and help us on our journey to create a digital first, paperless environment
 - Understand the importance of records management but would like to see a more contemporary approach applied
- Then this is a great opportunity for you.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 records keeping practices and knowledge of Objective EDRMS is highly desirable.

Note: This is a temporary position available with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Suitability for this position will be assessed based on the skills, knowledge and behaviour required to successfully deliver against the duties and responsibilities of the role as set out in the Position Description. Your written application should be presented in the form of a 'pitch for the role'. This should address the selection criteria and be no longer than two pages.

Please submit your pitch with a current curriculum vitae and the contact details of at least two referees.

Touching base with the contact officer to discuss the duties of the position is highly recommended.

Applications should be sent direct to the Contact Officer.

Applications should be submitted via the Apply Now Button.

Contact Officer: Monika Zupcic (02) 6205 2395 Monika.Zupcic@act.gov.au

Economic Development

Events ACT

Senior Event Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 52116)

Gazetted: 24 November 2023

Closing Date: 1 December 2023

Details: Are you an expert at making sure things run on time, on schedule and on budget?

Would you like to use your industry knowledge and expertise to contribute to a small team providing memorable experiences for Canberrans and visitors? Events ACT is charged with developing, delivering and marketing major and community events across Canberra helping to make it a great place to live, explore and enjoy.

We are a dynamic team, with a vacancy for an event professional. You will need to have strong skills in project planning, prioritising, communications and team work. You need to be passionate about delivering event excellence and of course contribute to ensuring our events are delivered on time and on budget.

You need to be able to problem solve, be an agile thinker, clear communicator and calm under pressure. You will work with the operational team on site during event delivery and support in areas such as event build infrastructure management, on site contractor management, safety, emergency planning, volunteer management, parking, power and poo, plus so much more.

If this sounds like you, we want to hear from you! You will be given the opportunity to take on a wide range of tasks and learn new skills in this role. Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do.

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

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

How to Apply: In no more than two pages, please address the Professional/Technical Skills and Knowledge and Behavioural Capabilities criteria as per the What You Will Require section of the Position Description, outlining what skills and experience you have that makes you the best candidate for the position. Please include a copy of your current curriculum vitae and the details of two referees.

Applications should be submitted via the apply now button.

Contact Officer: Saskia White (02) 6205 3812 Saskia.White@act.gov.au

Office of Industrial Relations and Workforce Strategy

Deputy Director-General, Office of Industrial Relations and Workforce Strategy

Executive Level 3.4 \$423,201 - \$440,180 depending on current superannuation arrangements, Canberra (PN: E812)

Gazetted: 23 November 2023

Closing Date: 21 January 2024

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service (ACTPS). It provides strategic advice and support to the Chief Minister, Ministers and Cabinet on policy, financial and economic matters, service delivery, whole of government and public service issues. Within CMTEDD, the Office of Industrial Relations and Workforce Strategy (OIRWS) is responsible for advising the Chief Minister, Ministers, the Head of Service and Directors-General on policies and initiatives that will underpin and enhance the current and future workforce capabilities of the ACTPS.

Reporting to the Head of Service, you will work closely and collaboratively with all Directors-General, agency heads and senior executives to ensure that the ACTPS is at the forefront of industrial relations and workforce policy and strategy and acknowledged as a national leader in this field. You will assume responsibility for ACTPS employment legislation, conditions and programs, Service-wide recruitment policies and strategies, industrial relations, WHS and employment policy and governance, and the ACTPS Respect, Equity and Diversity and Performance Frameworks. You will also be expected to develop strong and enduring relationships with key stakeholders and provide support for the statutory offices of the Public Sector Standards Commissioner and the ACT Remuneration Tribunal.

Eligibility/Other Requirements: To be a strong contender, you will need to have an outstanding record of achievement in strategic policy development and implementation, preferably gained in a complex, politically sensitive and operationally diverse public sector organisation. You will also have a good understanding of contemporary and emerging industrial relations and workforce capability issues and an established record of ethical leadership and accountability in public administration. Your collegiate approach, well-honed leadership and stakeholder management skills and sound judgement will be complemented by an interpersonal style that engenders trust and respect. Relevant tertiary level qualifications will be well regarded.

Remuneration: The position attracts a remuneration package ranging from \$423,201 - \$440,180 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$377,310.

Contract: The successful applicant will be engaged under a performance-based long-term contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Before applying, please obtain selection documentation by emailing admin@ianhansen.com.au. If additional information is required, please contact Ian Hansen on 0408 306 769.

Contact Officer: Ian Hansen 0408 306 769 admin@ianhansen.com.au

Economic Development

Events ACT

Event Officer

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 44680)

Gazetted: 24 November 2023

Closing Date: 1 December 2023

Details: Do you have event delivery or project management or experience? Would you like to use your industry knowledge and/or transferable skills to contribute to a small team providing memorable experiences for Canberrans and visitors? Events ACT is charged with developing, delivering and marketing major and community events across Canberra helping to make it a great place to live, explore and enjoy.

We are a dynamic team, with a vacancy for an event professional. You will need to have strong skills in project planning, prioritising, communications and teamwork. You need to be passionate about delivering event excellence and of course contribute to ensuring our events are delivered on time and on budget.

You need to be able to problem solve, be an agile thinker, clear communicator, and calm under pressure. You will work with the operational team on and off site during all phases of event delivery and support in multiple areas through the planning, delivery and reporting of our events. Day to day tasks will be varied but ultimately your role will be to assist with the planning and management of all event and site-specific amenities, parking, people, safety, emergency planning and volunteers and plus so much.

If this sounds like you, we want to hear from you! You will be given the opportunity to take on a wide range of tasks and learn new skills in this role. Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do.

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

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

How to Apply: In no more than two pages, please address the Professional/Technical Skills and Knowledge and Behavioural Capabilities criteria as per the What You Will Require section of the Position Description, outlining what skills and experience you have that makes you the best candidate for the position. Please include a copy of your current curriculum vitae and the details of two referees.

Applications should be submitted via the Apply Now Button.

Contact Officer: Saskia White (02) 6205 3812 Saskia.White@act.gov.au

Policy and Cabinet

Cabinet Assembly and Government Business

Senior Coordination and Support Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 62959)

Gazetted: 29 November 2023

Closing Date: 13 December 2023

Details: An exciting 12-month opportunity is available within the Cabinet, Assembly and Government business branch.

We are looking for a person with a policy background, to assist in a small project team to support Government consideration of Cabinet process reforms, including options for the release of contemporary Cabinet information. You will have an understanding of the ACT Government's Cabinet, Assembly and Government Business activities and be able to apply this knowledge to assist in the development of high-quality, strategic and operational policy advice to senior executives and ministers. You can also draw on a detailed understanding of information access considerations and related legislation, policies and procedures in the provision of policy advice.

This position does not 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Note: This is a temporary position available immediately for 12 months. Selection may be based on application and referee reports only. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a two-page pitch outlining why you are the best person for the role and a copy of your curriculum vitae.

Applications should be submitted via the apply now button.

Contact Officer: Sam Tyler (02) 6205 4365 Sam.Tyler@act.gov.au

Digital, Data and Technology Services

Strategic Business Branch

Portfolio Delivery Office

Program Manager

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 16337)

Gazetted: 27 November 2023

Closing Date: 11 December 2023

POSITION OVERVIEW

Manage and lead a multi-disciplinary team of project management and other professionals, responsible for delivering a variety of ICT and business projects across the organisation. Coordinate a suite of project delivery activities, including budgets, resource management and governance, on behalf of ACT Government Directorates. This position is the senior contact point for all key stakeholders in relation to project activities.

WHAT YOU WILL DO

Lead, motivate and manage a multi-disciplinary and diverse team of project professionals. Overall accountability for successful delivery of the team's projects, by providing subject matter advice and strategic guidance.

Develop and maintain productive and influential working relationships with a range of key stakeholders including clients and senior executive staff.

Develop, monitor and oversee multiple complex projects concurrently, ensuring that required processes and governance are in place.

Analyse, define and negotiate human and financial resources for the successful delivery and implementation of business projects with significant ICT components, ensuring projects are delivered on time and in line with overall strategic direction. This includes budget management and ensuring appropriate cost recovery mechanisms.

Proactively and continuously review the projects under your supervision using agreed measurement methods and advise both senior management and project teams on the health of programs and projects, and provide indications and insights to actual or potential problems, issues, and risks as well as possible solutions.

This position does involve direct supervision of 5 to 15 staff, including Project Managers.

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Eligibility/Other requirements:

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Behavioural Capabilities

Leadership expertise in delivering agreed business outcomes and solutions by taking initiative, managing resources and setting clear direction and providing guidance for project managers and team members

Ability to establish and maintain effective and diverse strategic business partnerships, including with senior stakeholders; through collaboration, engagement, responsiveness and influence.

Advanced analytical skills, particularly the ability to understand how issues integrate and to make rational judgements from available information. Take an innovative and holistic approach to service design and delivery for improved outcomes.

Adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a constantly changing environment

Awareness of technical and business market trends and using this knowledge and expertise to enhance collective growth.

Compliance Requirements/Qualifications

PRINCE2 or relevant project management qualifications (highly desirable).

Managing Successful Programs qualifications (highly desirable)

An ACT Government CMTEDD Baseline clearance (or the ability to obtain) is required for this position

This position does not require a pre-employment medical.

Driver's license is not essential.

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

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

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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 response to the Behavioural Capabilities no longer than two pages total, with your curriculum vitae and names for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Turner 0402 303 383 David.Turner@act.gov.au

Economic Development

Operations

National Arboretum Canberra

Events and Marketing Officer

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 57103)

Gazetted: 28 November 2023

Closing Date: 12 December 2023

Details: Do you enjoy organising events and supporting a marketing team including creating graphics? Are you a fast learner and a whizz at administration? Then we want to hear from you!

The National Arboretum Canberra opened in 2013 and comprises a collection of approximately 44,000 trees in 94 forests featuring different types of rare, threatened and symbolic trees from around Australia and the world. It also houses the National Bonsai and Penjing Collection Australia and includes the award-winning Village Centre, Margaret Whitlam Pavilion, Pod Playground, display gardens, unique sculptures and a range of other facilities to enhance the visitor experience. The National Arboretum Canberra is managed jointly with UC Stromlo Forest Park, a world-class, multi-use recreational sporting facility available to both recreational and professional users.

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

Eligibility/Other requirements:

Relevant qualifications in marketing, tourism, events (or relevant work experience).

Current manual drivers licence.

Database experience is preferred.

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

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

The position may include some evening and weekend work. 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: Please submit:

A one-page pitch demonstrating your skills in relation to the Selection Criteria in the Position Description.

A current curriculum vitae.

Contact details of least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christine Callen (02) 6205 4468 Christine.Callen@act.gov.au

Access Canberra**Licensing and Registrations****Licensing officer****Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 45221, Several)**

Gazetted: 28 November 2023

Closing Date: 12 December 2023

Details: The Licensing and Registration Branch is responsible for management of licensing and registration functions for transport, motor vehicle dealers, real estate agents, associations, controlled sports, liquor, gaming, births, deaths and marriages and many more.

The successful applicant will be responsible for managing competing priorities whilst providing a range of administrative functions, including the assessment of licensing and registration applications where you will demonstrate your ability to think critically and apply your risk based decision-making skills. The role also involves communicating with internal and external stakeholders both on the phone and through written correspondence, so well-developed communication skills are essential.

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

Note: This is a temporary position available immediately for 3 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 across the Branch over the next 12 months.

How to Apply: To apply please submit your current curriculum vitae, two written referee reports and a one-page pitch demonstrating that you have the Skills, Knowledge and Behaviours to successfully perform this role against the duties and responsibilities listed in the Position Description attached.

Applications should be submitted to the contact officer

Contact Officer: Seamus McClelland (02) 6205 1548 Seamus.McClelland@act.gov.au

DIGITAL, DATA AND TECHNOLOGY SOLUTIONS**CUSTOMER DATA AND TECHNOLOGY****Cyber Security Centre****Cyber Security Analyst****Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 15989)**

Gazetted: 28 November 2023

Closing Date: 5 December 2023

Details: The ACT Cyber Security Centre is recruiting for an Cyber Security Analyst, Incident Response

The role of the Cyber Security Analyst role is within the Incident Response team at the Digital, Data and Technology Solutions Cyber Security Operations Centre. The Incident Response team administers a range of systems including Security Incident and Event Management (SIEM), Web proxy and content filtering, spam filter, Mobile Device Management, and cloud security platforms. The team conducts scheduled and standalone audits, vulnerability assessments, security incident response, investigations and contributes to development of policies, processes and security awareness training. In this role, you undertake incident response matters including resolving cyber security incidents and investigations, managing more complex security incidents, and developing playbooks. You may provide security related advice to projects and staff, including key stakeholders across all ACT Government Directorates and review audit logs and complete associated reports to ensure the integrity of the ACT Government Network. This role may involve the supervision of staff.

Who are we looking for?

To be successful you would be someone with:

Incident response skills, including the ability to prioritise and diagnose alerts, conduct prevention activities, determine a pathway to remediation and action.

Ability to monitor the environment, assess risk and compliance, respond to potential threats.

Maintain documentation on processes and procedures, develop playbooks and contribute to Whole of Government security policies.

Industry awareness including an understanding of current and emerging technologies and the threat landscape.

Ability to consistently display commitment to high quality customer service principles and practices.

Well-developed influencing and negotiation skills, including developing and maintaining productive and collaborative working relationships with customers, team members, suppliers and other stakeholders.

Analytical skills, particularly the ability to understand how ICT technologies and security controls integrate and to make risk-based judgements from available information.

Sound organisational skills, including the ability to meet strict deadlines and effectively manage multiple tasks, and plan and action tasks according to 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.

Eligibility/Other requirement: You are required to gain and maintain a Negative Vetting Level 1 (NV1) National Security Clearance. All applicants must be fluent in English.

Note: This is a temporary position available from 15 January 2024 until 30 June 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. 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.

Current and former ADF members are encouraged to apply.

How to Apply: Please submit your curriculum vitae (including the contact details for two referees) and a two-page pitch, addressing the requirements outlined within the Position Description, outlining why you're the best person for the job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Campbell (02) 6205 4201 Andrew.Campbell@act.gov.au

Digital, Data and Technology Solutions

Technology Services

Cloud and Platform Systems

Senior Identity and Access Management Specialist

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 30910)

Gazetted: 28 November 2023

Closing Date: 5 December 2023

Details: ACT Government's Digital, Data and Technology Solutions division is seeking a skilled Active Directory administrator,

You will have experience in providing:

High level technical support for past and current versions of Microsoft Identity solutions.

Designing and implementing Active Directory and Azure Active Directory.

Designing and implementing Identity and Access Management solutions across a diverse and changing landscape.

Analytical ability in determining project business and technical requirements that will integrate with Directory Services and Identity Management infrastructure as well as provide suitable recommendations for implementation.

Experience in assessment of Microsoft Risk assessment programs (RAP's) and remediation / development of recommendations.

Experience in Active Directory Virtual and physical infrastructure lifecycle management and in place upgrades.

Please see Position Description for more granular requirements

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:

NV1 Clearance required.

This position does not require a pre-employment medical.

Driver's license is not essential.

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

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.

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.

ARIN (Attraction and Retention Incentives) may be offered for exceptional candidate.

How to Apply Please submit your response of no more than two pages addressing the Selection Criteria (What you require section in the Position Description), together with your curriculum vitae and details of two referees, one of whom is your current manager, before the closing date.

Applications should be submitted via the apply now button.

Contact Officer: Peter Hawke (02) 6207 2493 Peter.Hawke@act.gov.au

The Budget, Procurement, Investments and Finance

Shared Services Finance

Financial Applications Support

Director, Strategy and Engagement

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 38745)

Gazetted: 29 November 2023

Closing Date: 6 December 2023

Details:

The Shared Services Finance Branch, Financial Applications Support team seeks a highly motivated team player who has a demonstrated ability to lead and influence; is comfortable working in a high-pressure environment with tight deadlines; and can contribute to a positive and inclusive working environment.

As the Director, Strategy and Engagement you will lead, coordinate, and drive finance-related engagement activities. The occupant of this role will also work alongside the Executive Branch Manager and the Finance Services Leadership Team to facilitate strategic planning and promote Branch priorities.

The primary tasks are:

Providing a strong strategic focus in planning, managing, and delivering finance-related engagement activities.

Supporting the Finance Services Leadership Team to enable better engagement practices within the branch.

Influencing customers, stakeholders and colleagues on strategic planning and engagement activities to support the delivery of Branch objectives.

Contributing collaboratively to deliver outcomes and build engagement across the Branch and with customers.

Building strong and effective relationships with key stakeholders.

Facilitating workshops, presentations, forums, and meetings.

Managing multiple priorities and accomplishing goals within tight timeframes.

If this sounds like you, please review the Position Description and follow the instructions to apply for 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Note: This is a temporary position available 5 February 2024 to 31 January 2025.

Selection may be based on application and referee reports only. Merit pool may be established and may be used to fill future identical vacancies over the next 12 months

How to Apply: Submit a maximum two-page pitch addressing and providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in Position Description. Please provide a current Curriculum Vitae including contact details of two referees.

Applications should be submitted via the apply now button.

Contact Officer: Vivien Tran 02 620 52522 Vivien.Tran@act.gov.au

Procurement ACT

Procurement Policy and Capability

Procurement Capability and Governance

Capability Communications Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 51909)

Gazetted: 29 November 2023

Closing Date: 20 December 2023

Details: A fantastic opportunity exists for a Capability and Communications Officer (ASO6) to join the Capability and Governance Section. The Capability Communications Officer is responsible for leading the development of

communication and engagement initiatives that support the delivery of the Procurement Reform initiatives, including the implementation of the Accreditation Program: Goods and Services Procurements, Template Modernisation, and the Procurement Training Pathways. The Capability and Communications Officer will report to the Assistant Director – Capability, and will work closely with staff across Procurement ACT and the ACT Government to deliver these projects.

The Capability and Communications Officer will deliver effective, well-evidenced and targeted community and stakeholder engagement activities as well as write content and transform it into engaging videos and digital content.

This position may include the 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 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 six months with the possibility of extension up to 12 months and/or permanency.

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

How to apply: Please submit a maximum one page pitch, addressing the professional/technical and behavioural capability set out in the Position Description and provide a current curriculum vitae, including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristine Reyes (02) 6205 9145 Kristine.Reyes@act.gov.au

Economic Development

Events ACT

Assistant Director Event Delivery

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 49713)

Gazetted: 24 November 2023

Closing Date: 1 December 2023

Details: Are you an expert at making sure things run on time, on schedule and on budget? Would you like to use your industry knowledge and expertise to lead a small team and contribute to providing memorable experiences for Canberrans and visitors? Events ACT is charged with developing, delivering and marketing major and community events across Canberra helping to make it a great place to live, explore and enjoy.

We are a dynamic team, with a vacancy for a skilled event industry expert. You will need to excel at project planning, prioritising, communications and team management as you lead the team that take the creative direction and turns the dream into a reality. You need to be passionate about delivering event excellence and of course delivering on time and on budget.

You need to be able to problem solve, be an agile thinker, clear communicator, and calm under pressure, you will lead the operational team on site during the delivery of our events often undertaking lead roles in emergency situations, you will manage all things safety including the emergency management plan. Your team has responsibility to manage people, parking, power and poo, plus so much more.

If this sounds like you, we want to hear from you! You will be given the opportunity to take on a wide range of tasks and learn new skills in this role. Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do.

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

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

How to Apply: In no more than two pages, please address the Professional/Technical Skills and Knowledge and Behavioural Capabilities criteria as per the What You Will Require section of the Position Description, outlining what skills and experience you have that makes you the best candidate for the position. Please include a copy of your current curriculum vitae and the details of two referees.

Applications should be submitted via the Apply Now Button.

Contact Officer: Saskia White (02) 6205 3812 Saskia.White@act.gov.au

Community Services

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

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

Children, Youth and Families

Child and Youth Protection Services

Melaleuca Place

Psychologist/Social Worker

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728, Canberra (PN: 10413)

Gazetted: 29 November 2023

Closing Date: 13 December 2023

Details: Working with Community Services Directorate (CSD) offers you the opportunity to directly contribute to supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT.

Child and Youth Protection Services (CYPS) within CSD have the responsibility of supporting children, young people and families requiring a care or justice response. CYPS currently have a vacancy for a Psychologist/Social Worker to join the team.

The Psychologist/Social Worker position at Melaleuca Place requires an AHPRA-registered Psychologist or Mental Health-Accredited Social Worker who is skilled in the assessment and treatment of developmental trauma. The position will:

Undertake multi-disciplinary biopsychosocial assessments, positive behaviour support plans, and one-off assessments (e.g., cognitive assessments, ADHD assessments) as required.

Use relevant frameworks, theories, and policies to develop individualised treatment plans and provide medium- to long-term therapy for children aged 0-12 years presenting with developmental trauma.

Support the system around the child to provide trauma-informed care giving (e.g., carers, parents, schools, case managers).

Work collaboratively within the team (e.g., alongside the Speech Pathologist and Occupational Therapist) and liaise with CYPS case managers to ensure the child's therapeutic needs and best interests are represented.

Facilitate training on developmental trauma and trauma-responsive care to internal and external stakeholders and agencies.

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

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 and registration in Psychology (AHPRA) or Social Work (Mental Health Accreditation).

At least 2-5 years of practical experience working with children, young people and their carers or families. Years of experience and level of training in evidence-based therapies for treating developmental trauma may determine the position level (CYPP3 or CYPP4).

Current (c class) driver's license is essential.

This position requires a Working with Vulnerable People Check.

Note: This is a temporary position available immediately until 24 August 2024 with the possibility of permanency.

This position will be filled at either a CYPP3 or CYPP4 dependent on experience.

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

How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the "What You Require" capabilities listed on the Position Description. Please also submit a current curriculum vitae and the contact

details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Curcio (02) 6205 4081 Angela.Curcio@act.gov.au

Communities

Office of Disability, Seniors and Veterans and Social Recovery

Office of Disability

Policy and Program Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 32988)

Gazetted: 27 November 2023

Closing Date: 11 December 2023

Details: Working with Community Services Directorate (CSD) offers you the opportunity to directly contribute to supporting the Canberra community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT.

The Communities division within CSD currently has a vacancy for a Policy Officer to join our team. If you're looking for an exciting challenge to achieve social change and community inclusion for people with disability, this Policy Officer position is the job for you.

You will contribute to the development of policy and program advice, support delivery of programs, grants and events, prepare Ministerial briefings and correspondence and provide secretariat support to a range of Councils and Committees. You should be passionate and curious, have a commitment to inclusion and be able to work with a range of stakeholders in the community. Further detailed information about the role is included in the Position Description.

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

Note: This is a temporary position available immediately for 10 months with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a one-page pitch addressing the Selection Criteria along with your curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now Button.

Contact Officer: Lisa McClelland (02) 6205 2122 Lisa.McClelland@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Operations / Various Teams

Team Leader, CYPS Operations

Child and Youth Protection Professional Level 4 \$123,373 - \$132,376, Canberra (PN: 07521)

Gazetted: 27 November 2023

Closing Date: 11 December 2023

Details: Child and Youth Protection Services (CYPS) within the Community Services Directorate have the responsibility of supporting children, young people and families requiring a care or justice response. CYPS currently have a vacancy for a Team Leader, Operations to join the team.

The Team Leader, Operations role will be focused on providing strong leadership to a multidisciplinary team that supports effective service delivery to meet our statutory obligations and strive to deliver best practices to children, young people, families and communities.

The Team Leader, Operations will:

Work towards the prevention of families entering the child protection system, keeping children and young people connected to their family, community and culture.

Work towards forging partnerships with families, community members and community and other government agencies to find appropriate service responses and support family-led decision making and empowering children to be heard about what happens to them.

Lead and monitor safety assessment, risk assessment, safety planning, case conference meetings.

Participate in driving practice change across CYPs operations to ensure culturally safe and responsive engagement with, and support, First Nations children, young people, and families in navigating the care and protection system and facilitate access to cultural information.

Engage and Liaise with a range of internal and external stakeholders.

Provide leadership, supervision, and support to staff.

Please see the Position Description for further information.

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 Social Work, Psychology or related disciplines and/or equivalent work experience in child protection and/or youth justice

At least five (5) years of practical experience working with children, young people and their carers or families in a front line child protection setting. (Other relevant experience may be taken into consideration)

Current (c class) drivers 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)

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

A Merit Pool may be established from this selection process and maybe used to fill temporary and permanent vacancies over the next 12 months. Various positions across CYPs Operations. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Spencer (02) 6207 0016 Kate.Spencer@act.gov.au

Corporate

Finance and Procurement

Finance and Budget

Assistant Director, Budget and Internal Reporting

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 09850)

Gazetted: 27 November 2023

Closing Date: 11 December 2023

Details: Do you want to know that you are making a difference in the ACT Community? Do you like to see tangible results through your work? Do you want to be part of and lead a supportive team? Then the Finance team is looking for you! You'll be an experienced, qualified and enthusiastic Management Accountant with great leadership skills who is keen to work with human services functions such as multicultural affairs, public and community housing services, children, youth and family support services to name a few.

You will enjoy working in and leading staff through a dynamic and complex environment. We need you to have experience in external and internal budgeting and managing team members in delivering timely and accurate management and output performance reports. You have the ability to provide comprehensive financial management advice and support including cost analysis, financial modelling and forecasting to deliver budget outcomes.

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 are highly desirable.

Progress towards or membership of a professional accounting body (CPA/CA) is desirable.

Note: This is a temporary position available immediately for 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 write your response as a pitch to a maximum of two pages.

Applications should be submitted via the Apply Now Button.

Contact Officer: Ricky Zhao (02) 6205 4732 Ricky.Zhao@act.gov.au

Communities

Communication and Engagement

Communications Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 63684)

Gazetted: 27 November 2023

Closing Date: 11 December 2023

Details: Here at CSD, we are passionate about empowering people to meet their full potential by building inclusive and equitable communities where everyone is respected and valued. We have responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing, children, youth and family support services and policy, Child and Family Centres, homelessness, community engagement, Aboriginal and Torres Strait Islander Affairs, and community disaster recovery.

We are currently looking for a communication officer (ASO6) to join our team for a 12 month contract to support the development and delivery of an Affirmative Consent Education Campaign. This campaign will support recent changes in the law which amended the definition of consent to an affirmative communicative model.

With support from the Content Director, the communication officer will identify, develop and implement a range of proactive communication activities including the development of campaign strategy and communication pieces for various channels including newsletters, website, social media, kits and more. You will also support the broader team with other projects as required so must be able to juggle multiple priorities, think strategically and have great people management skills not to mention exceptional written and verbal communication skills.

Come and join us to help our work in creating a safe and equitable Canberra for all.

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 may be used to fill vacancies over the next 12 months.

How to apply: Please address the skills, knowledge and behavioural capabilities in the Position Description.

Applications should be no more than two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Nikolic (02) 5124 5000 Emma.Nikolic@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

CYPS Operations

Disability Liaison Support Officer

Administrative Services Officer Class 6/Health Professional Level 3 \$93,996 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 63746)

Gazetted: 27 November 2023

Closing Date: 11 December 2023

Details: Working with Community Services Directorate (CSD) offers you the opportunity to directly contribute to supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT.

Child and Youth Protection Services (CYPS) within CSD have the responsibility of supporting children, young people and families requiring a care or justice response. CYPS currently have a vacancy for a Disability Liaison Support Officer to join the team.

The role will support the Disability Liaison Officer and CYPS to improve experiences and access to services for young people with a disability involved with CYPS.

The position will be required to work closely with CYPS staff and relevant justice agencies to improve collaboration and the sharing of information. This will be achieved through projects, provision of information, policy, procedure, decision making and relevant legislation.

The role will also support the development of a cross system community of practice that will identify and address systemic barriers that impact access to justice for people with disability. The community of practice will support a cultural shift in justice agencies to identify and meet the needs of people with disability through coordination of training, resource adaption and engaging with service user.

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 qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline are highly desirable. (Please

note: qualifications are essential to be employed at the Health Professional Level 3 classification)

At least two years of practical experience working with children, young people and their carers and families within disability services is highly desirable.

Current (c class) 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)

Notes: This is a temporary position available immediately for a period of 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 vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Bulenda (02) 6207 1964 Kate.Bulenda@act.gov.au

Children, Youth and Families

Child and Youth protection Services

CYPS Operations Various Teams

Operations Manager, CYPS Operations

Child and Youth Protection Professional Level 5 \$142,095 - \$159,543, Canberra (PN: 25128)

Gazetted: 24 November 2023

Closing Date: 4 December 2023

Details: Child and Youth Protection Services (CYPS) within the Community services Directorate have the responsibility of supporting children, young people and families requiring a care or justice response. CYPS currently have a vacancy for an Operation Manager to join the team.

The Operations Manager role is responsible for providing strong leadership and managing the day-to-day operation of CYPS to ensure our statutory obligations and deliver on our strategy of creating a continuum of care for our clients. In partnership with government and community stakeholders the Operations Manager will work to keep children safely at home with their families, support children in permanent care and work to divert young people from the Youth Justice System.

The position includes the following duties:

Provide leadership in collaborative practice with children, young people, families, and government and non-government agencies to facilitate improved outcomes within a statutory framework.

Manage, lead and motivate a multidisciplinary team to deliver responsive and effective service, in compliance with legislation, policies and procedures.

Work towards the prevention of families entering the child protection system, keeping children and young people connected to their family, community and culture.

Drive and embed practice change across CYPS to promote continuous organisational improvements and to ensure culturally safe and responsive engagement with, and support of children, young people, and families in navigating the care and protection system.

Provide leadership in engaging and liaising with a range of internal and external stakeholders including Aboriginal Community Controlled Organisations, community agencies, government services, legal representatives, courts and tribunals. Represent CYPS and the Community Services Directorate with a view to actively promote and support safe and inclusive practice.

Provide leadership, supervision, and support to staff in accordance with the CYPS Supervision and IPA Framework, and actively promoting career planning and pathways. This position involves direct supervision of staff.

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:

1. Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline.
2. At least five (5) years of practical experience working with children, young people and their carers or families in frontline children protection and/or youth justice setting.
3. Current (c class) Driver's license is essential.
4. This position requires a current Working with Vulnerable People Check.

Note: This is a temporary position available immediately for 6 months with the possibility of extension up to 12 months and/or permanency. A Merit Pool may be established from this selection process and maybe used to fill temporary and permanent vacancies over the next 12 months. Various positions across CYPS Operations. Selection method: Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button.

Contact Officer: Alison Trewhella (02) 6207 0621 Alison.Trewhella@act.gov.au

Education

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

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

SCHOOL PERFORMANCE AND IMPROVEMENT

BELCONNEN

HAWKER PRIMARY SCHOOL

BUILDING SERVICES OFFICER - HAWKER PRIMARY SCHOOL

Building Service Officer 3 \$75,931 - \$80,136, Canberra (PN: 49251)

Gazetted: 27 November 2023

Closing Date: 11 December 2023

Details: Hawker Primary School is a unique open plan school catering for students from P-6. It is situated in Belconnen and has an enrolment of approximately 380 students.

At Hawker School we aim to provide a secure, caring and stimulating learning and working environment, which is inclusive, values excellence and is responsive to the community.

We are looking for a highly motivated and dedicated person, ideally with an interest in horticulture. The Business Service Officer (BSO) will support the Business Manager, Principal, Students and Staff in providing a safe and aesthetically pleasing environment for the whole community.

Immediate Supervisor: Business Manager/Principal

In accordance with Directorate policies and in consultation with the supervisor, the position requires initiative and independent judgement.

Key Responsibilities: Maintain the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards, completing emergency and other repairs to trade/industry standard or ensuring the standard when organising and overseeing emergency repairs.

DUTY STATEMENT:

The duties of the position require a high degree of manual activity. Applicants should possess an appropriate level of functional physical fitness.

In accordance with Directorate policies and in consultation with the supervisor, a Building Service Officer (BSO3/GSO8) will:

1. Assume responsibility for the security of the school and cluster buildings, furniture, fittings and equipment. Coordinate, initiate and implement strategies to achieve improved security outcomes.
2. Assume responsibility for the school, cluster and associated preschool(s) building maintenance including, but not limited to:
 - a. Undertaking regular inspections to determine priorities,
 - b. Coordinating and completing required work to the building, fixtures, fittings, furniture and equipment OR organising and overseeing work.
 - c. Develop, coordinate and implement an annual maintenance program.
 - d. Manage the school's maintenance programs, supervise contractors, initiating and implementing strategies to improve outcomes.
3. Assume responsibility for day-to-day grounds maintenance work enhancing the school, cluster and associated preschool(s) including, but not limited to:
 - a. Undertaking regular inspections to determine priorities.
 - b. Completing an annual systematic grounds maintenance program.
 - c. Coordinating and supporting the school's sustainability initiatives as required.
5. Operate and monitor the school's heating and cooling systems and initiate and implement strategies to minimise energy usage OR if the school has an automated climate management system, monitor with a view to minimising energy usage.
6. Within reasonable safety limits, manage, coordinate and assist with:
 - a. Stocktake and the receipt and storage of equipment and supplies.
 - b. Rearranging or relocating furniture and equipment.
8. Undertake relevant administrative tasks as required. Ensure compliance with risk management and safety documentation requirements.

SELECTION CRITERIA

- Undertaking a range of repairs and maintenance to building, grounds and equipment, estimating resource requirements if required.
- Supervising and monitoring the school's maintenance programs, contractors, cleaning and security; with a view to minimising energy usage, operate (if appropriate) and monitor the school's heating and cooling systems.
- Communicating and liaising effectively with staff, students, members of the public and contractors.
- Working with minimal or no supervision, efficiently determining work priorities, operating effectively under pressure and organising workloads to meet deadlines. Maintain accuracy in required record keeping.
- Complying with principles and practices from the Respect, Equity and Diversity Framework; participative management values; and workplace, health and safety requirements.

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

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

How to Apply: Please submit your response of up to two pages addressing the Duty Statement and Selection Criteria, together with your current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now Button.

Contact Officer: Lisa Bray (02) 6142 2660 Lisa.Bray@ed.act.edu.au

Office For Schools

South Weston Branch

Malkara School

Administration Coordinator - Malkara School

School Assistant 4 \$72,353 - \$78,207, Canberra (PN: 53354)

Gazetted: 23 November 2023

Closing Date: 30 November 2023

Details: Malkara School is a P-6 specialist educational setting that celebrates the individuality of every student and ensures that students are at the centre of everything we do. With a focus on Communication and Personal and Social capabilities, we are committed to ensuring student voice and independence. Staff at Malkara are passionate about differentiating curriculum to meet the needs within a positive learning environment.

Malkara School is seeking a School Assistant 4 to be the welcoming face and voice of our school. As the first point of contact for families, visitors and community, you will be responsible for delivering a high level of client service with the ability to communicate with all stakeholders including our most important clients - our students.

Our Administration Coordinator will be responsible for day to day operations of our front office as well as other administrative responsibilities including enrolments, finance supports to the Business Manager and other technical support to the executive team.

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 First Aid and CPR accreditation is highly desirable.

Experience in working with student with moderate to severe disability also highly desirable.

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

How to apply: To apply, please provide a written response to the selection criteria (maximum three pages) and a copy of your curriculum vitae including the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kyrie Douch (02) 6142 0266 Kyrie.Douch@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 Network

Evelyn Scott School

School Administrative Officer - Reception

School Assistant 3 \$60,493 - \$64,989, Canberra (PN: 49589)

Gazetted: 23 November 2023

Closing Date: 30 November 2023

Details: Evelyn Scott School is seeking a dynamic and diligent receptionist to join our administration team. The school receptionist fills an integral role within our school, liaising with a range of stakeholders, including staff, students, and the school community. The successful candidate is required to demonstrate high level communication skills and initiative, to provide an efficient and welcoming school front office.

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

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

Note: This is a temporary position available from 29 January 2024 until 29 July 2024 with the possibility of permanency. 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: All interested candidates are invited to submit a curriculum vitae and Statement of Claims addressing each of the Selection Criteria, along with two referee reports. The statement of claims should be no longer than three pages. Applicants are encouraged to contact the school's Office Manager prior to submitting an application to learn more about the school and the specific role of School Receptionist.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Schroder (02) 6142 3492 Jessica.Schroder@ed.act.edu.au

Office for Schools

South Weston Network

Malkara School

Staffing Officer - Malkara School

School Assistant 4 \$72,353 - \$78,207, Canberra (PN: 53948)

Gazetted: 23 November 2023

Closing Date: 30 November 2023

Details: Malkara School is a P-6 specialist educational setting that celebrates the individuality of every student and ensures that students are at the centre of everything we do. With a focus on Communication and Personal and Social capabilities, we are committed to ensuring student voice and independence. Staff at Malkara are passionate about differentiating curriculum to meet the needs within a positive learning environment.

Malkara School is seeking a School Assistant 4 to be our Staffing Officer. The successful applicant will work closely with the leadership team to coordinate daily staffing and manage the administration associated with leave and human resources. They will demonstrate a high level of interpersonal, organisational, communication and problem solving skills.

This role requires flexibility and the ability to be contactable outside of school hours. Time off in lieu arrangements will be negotiated to compensate for time spent coordinating staffing outside of standard hours.

The successful applicant will be a creative thinker who enjoys problem solving and is unflappable in dynamic and at times challenging staffing circumstances.

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

How to apply: To apply, please provide a written response to the selection criteria (maximum three pages) and a copy of your curriculum vitae including the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kyrie Douch (02) 6142 0266 Kyrie.Douch@ed.act.edu.au

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

Office For Schools

South Weston Network

Malkara School

Sport and Recreation Coordinator - Malkara School

School Assistant 4 \$72,353 - \$78,207, Canberra (PN: 53947)

Gazetted: 23 November 2023

Closing Date: 30 November 2023

Details: Malkara School is a P-6 specialist educational setting that celebrates the individuality of every student and ensures that students are at the centre of everything we do. With a focus on Communication and Personal and Social capabilities, we are committed to ensuring student voice and independence. Staff at Malkara are passionate about differentiating curriculum to meet the needs within a positive learning environment.

Malkara School is seeking a School Assistant 4 to lead sport and recreation programs across the school. The successful applicant will work closely with the specialist release team under the supervision of the Deputy Principal to develop and implement curriculum linked, sport and recreation activities for small groups of students with

moderate to severe disability. They will demonstrate a high level of interpersonal, organisational, communication and problem solving skills and be able to work independently and autonomously.

The applicant will have a demonstrated ability to differentiate and deliver programs and activities that support students physical and emotional needs, positive behaviour support and social skills. They will be able to lead others staff in the implementation of a variety of sport and recreation programs.

This role requires time assisting students in a Hydrotherapy Pool

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

How to apply: To apply, please provide a written response to the selection criteria (maximum three pages) and a copy of your curriculum vitae including the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kyrie Douch (02) 6142 0266 Kyrie.Douch@ed.act.edu.au

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

School Improvement

South Canberra/Weston School Network

Forrest Primary School

Administrative Assistant-School Secretary

School Assistant 3 \$60,493 - \$64,989, Canberra (PN: 42401)

Gazetted: 23 November 2023

Closing Date: 30 November 2023

Details: Forrest Primary School is looking for an Administration Officer who will provide high level administrative support for our community, students and school staff. Day-to-day administrative tasks, include customer service, reception duties, telephone enquiries, general administrative tasks including the school newsletter and first aid. This position is an active member of the administration team assisting with the operations of the school business and is accountable to the ACT Education Directorate. The Administration Officer will work under general direction in relation to established priorities, task methodology and work practices to provide support to the Business Manager of the school in line with school requirements and Directorate priorities.

Eligibility/ Other Requirements:

MANDATORY

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

First Aid Certificate or a willingness to undertake appropriate training.

HIGHLY DESIRABLE

Experience with Sentral

Knowledge of office practices and procedures and administrative skills

Knowledge of Microsoft Office packages including Outlook

DESIRABLE

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

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

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

Applications should be submitted via the Apply Now button.

Contact Officer: Laurel Rodrigues (02) 6142 2700 Laurel.Rodrigues@ed.act.edu.au

School Improvement

South Weston

Narrabundah Early Childhood School

Koori Pre Assistant

School Assistant 3 \$60,493 - \$64,989, Canberra (PN: 54300)

Gazetted: 24 November 2023

Closing Date: 8 December 2023

Details: Narrabundah Early Childhood School (NECS) is seeking a dynamic, motivated co-educator (Learning Support Assistant) to join our team to deliver excellent results with particular expertise in Aboriginal and Torres Strait Islander education. Working as part of an education team and a commitment to collaborating with families is critical at NECS. NECS is an ACT Public School. We are a small community focussed school, specialising in early childhood education and care. Approximately 28% of our children identify as Aboriginal or Torres Strait Islander. NECS has two positions available;

NECS start of the week Koori preschool operates Monday to Wednesday during school terms. This is a 60% 12 Month temporary part/time position with possible extension.

NECS end of the week Koori preschool operates Wednesday to Friday during school terms. This is a 60% permanent part/time position.

The applicant must be able to work in a 60% capacity (8.30am – 3.30pm) for the days of the positions advertised.

The Koori preschool teaching team work in collaboration with the wider preschool team aligned with whole school priorities. This is an Aboriginal and Torres Strait Islander identified position.

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 \(act.gov.au\)](https://www.act.gov.au/wwvp)

Have an ACEQA approved Certificate III in Education and Care or equivalent ACEQA approved qualification or be working towards an approved qualification.

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.

Highly desirable: An awareness of, or experience with, trauma informed practice.

Desirable: ACEQA approved First Aid qualification or willingness to undertake appropriate training.

Note: This position is part-time at 18:45 hours per week and the full-time salary noted above will be pro-rata.

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

How to Apply: Applicants are to provide a current curriculum vitae, statement of claims based on the Knowledge, Skills and abilities outlined in the Selection Criteria located in the Position Description (maximum three pages) and two referees. For more information about this opportunity, please contact the contact officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robyn Kiddy (02) 6142 3828 Robyn.Kiddy@ed.act.edu.au

School Performance and Improvement

South Weston

Alfred Deakin High School

Executive Teacher - Science - Alfred Deakin High School

School Leader C \$135,383, Canberra (PN: 32594)

Gazetted: 27 November 2023

Closing Date: 4 December 2023

Details: Alfred Deakin High School is looking for an innovative, caring and strategic School Leader C to join our Executive team. The successful applicant will take carriage of the day to day management and leadership of our Science faculty and work to set the direction of the school in line with our Annual Action Plan.

Job Description

The successful SLC candidate will oversee and lead the Science faculty with a focus on ensuring high levels of engagement, achievement and learning for all students at ADHS. Working as a key member of a high performing executive team, the successful applicant should have proven experience in building capacity of staff to improve student learning. A passion and depth of experience in developing high functioning teams within their faculty and across the wider school community is a desired strength for this role.

This individual will oversee leadership of all aspects of Science curriculum development and delivery, including assessment and reporting and program evaluation. As a member of the executive team, they will contribute to the development and achievement of whole school strategic goals, implementation of the school plan and lead school improvement. This includes oversight of a Deakin 7 Improvement team.

The successful candidate will undertake an appropriate teaching load and other duties as determined by the principal.

Notes: The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants.

How to apply: Please submit your curriculum vitae, Statement of Claims based on the five leadership capabilities outlined in the Position Description (maximum five pages) and Application Coversheet with two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brian Downton (02) 6142 3888 Brian.Downton@ed.act.edu.au

School Improvement

South/Weston

The Woden School

Staffing/Administration Officer

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 63175)

Gazetted: 23 November 2023

Closing Date: 7 December 2023

Details: This is a school operational position that is responsible for managing human resource processes with a high level of accuracy and attention to detail. The position will involve collaborating with all administrative and executive staff and communicating clearly around day-to-day staffing whilst following policies and procedures. The Staffing/Administration Officer will work under general direction in relation to established priorities, task methodology and work practices to provide support to the Business Manager in the day-to-day administration of the school in line with school requirements and Directorate priorities. The role requires strong time management, effective organisational skills, and the ability to work under pressure in an environment of competing priorities. The Staffing/Administration Officer will play an important role in contributing as an effective member of the school administration team.

Eligibility/ Other Requirements:

Relevant Work Experience in all aspects of the role specific requirements (as outlined above).

Broad knowledge of school operations.

Demonstrated high level of administrative skills including the ability to operate a variety of computer programs and other record management systems.

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

How to Apply: Applicants are asked to provide a one-two page written response addressing the Selection Criteria.

Applications should be submitted via the Apply Now button.

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: James Malone (02) 6142 0203 James.Malone@ed.act.edu.au

School Performance and Improvement

North Canberra and Gungahlin Network

Shirley Smith High School

Learning Support Assistant

School Assistant 2/3 \$53,566 - \$64,989, Canberra (PN: 62445, several)

Gazetted: 27 November 2023

Closing Date: 5 December 2023

Details: Shirley Smith High School is located in the Gungahlin district of Canberra and will open in 2024. The school will cater for up to 800 students from years 7 to 10 and up to 90 teaching and ancillary staff. The inclusive facilities will support students with a diverse range of learning and social needs. Shirley Smith High School will offer a modern, dynamic learning and teaching environment. We are seeking a highly motivated and collaborative Learning Support Assistant, who will be able to assist our students in their day to day learning.

Eligibility/Other Requirements:

RELEVANT KNOWLEDGE

Knowledge of the issues, educational and social needs of students with additional needs and/or intellectual and/or physical disabilities.

Knowledge of the Health Access at School (HAAS) model policies and procedures.

RELEVANT SKILLS AND ABILITIES

Ability to work with and relate to students with additional needs and/or intellectual and/or physical disabilities.

Communication, interpersonal and liaison skills; ability to communicate effectively with staff, students and parents/carers.

Organisational skills including the ability to set priorities and meet deadlines.

Administrative skills including keyboard skills and the ability to operate a variety of computer programs.

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

Ability to supervise staff, monitor work practices and work flow, develop local procedures and set priorities within a work area (SA3 level only).

Ability to apply equity and diversity, workplace health and safety, and participative management principles and practices in the workplace.

JOB 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 \(act.gov.au\)](https://www.act.gov.au/wwvp)

HIGHLY DESIRABLE

Knowledge of School Administrative System (SAS) as well as other software packages such as Microsoft Excel and databases – such as Oliver.

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

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

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

Note: This is a temporary position available from 23 January 2024 for 12 months with the possibility of extension and/or permanency.

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

How to Apply: Please submit your response of up to two pages addressing each of the Selection Criteria as outlined in the Position Description. Please 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: Sumana Sen (02) 6142 0004 Sumana.Sen@ed.act.edu.au

Engineering and Technology Teachers for years 11 and 12

Classroom Teacher \$79,108 - \$117,538, Canberra (PN: CT0001)

Gazetted: 29 November 2023

Closing Date: 13 December 2023

Details: Engineering and Technology Teachers for years 11 and 12 – Teach in Canberra

Nation-leading public school pay and conditions.

Future-focussed on career growth and development.

Ongoing professional development, in-school support, and mentoring.

The ACT Education Directorate seeks teachers of Engineering for two senior secondary colleges (year 11 and 12).

Experienced teacher salaries for 2024 range from \$101,477 to \$119,288, while graduate teacher salaries start at \$84,978. We offer up to \$12K reimbursement for interstate teachers relocating to the ACT.

About the Schools

Lake Ginninderra College is a senior secondary college situated centrally in Belconnen, ACT. The College values are Connect, Innovate, and Impact and our education experience provides students with opportunities for creativity, enterprise, collaboration, innovation, and hands-on learning. The college is a University of Canberra Affiliated School, hosts Belconnen Training the registered training organisation (RTO), the Education Directorate Academy of Future Skills, the Science Mentors Program ACT, and provides an Academic Excellence Program. The College encourages a life of learning, personal growth, and improvement.

Lake Tuggeranong College is centrally located in the Tuggeranong Town Centre and provides high quality education pathways for senior secondary students in Years 11 and 12. The College is a UC Affiliated School and as part of the Tuggeranong Network of schools is a key site for the network RTO. In line with the Future of Education Strategy and College values of Learn, Thrive and Connect, the improvement agenda is focussed on our graduate profile through equipping young people with the capabilities essential to a meaningful life.

About us

Join a leading learning organisation where *you* matter, working with experienced and supportive school leaders. By teaching in the growing ACT public school system, you will make a real difference to the lives of the young people

of Canberra. In 2024, we're opening our 91st school in a system delivering excellent, inclusive and equitable outcomes for every child and young person.

Our system offers nation-leading pay and conditions and a better classification structure that supports school leaders, new educators and experienced teachers.

Benefits of working in ACT public schools:

Better workloads that prioritise developing educational leadership, and innovative teaching and learning.

Reduced face-to-face teaching hours for graduate teachers.

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

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

The right to disconnect outside of work hours and enjoy a better work/life balance in a progressive, diverse and inclusive city.

About you

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

Deliver high-quality Engineering Studies courses aligned to the requirements of the ACT Board of Senior Secondary Studies.

Develop engaging Programs of Learning in Engineering/Technology courses delivered at the college.

Foster and implement high-impact pedagogical practices appropriate for both competency and criterion-based assessment.

Implement action research approaches, using student learning evidence to inform teaching and learning through professional learning communities.

Provide input and expertise in the development of the general capabilities across course areas aligned to the college strategic plan.

Foster and maintain effective partnerships with relevant stakeholders and as a member of the school community.

Eligibility requirements for employment

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

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

Hold and/or be eligible for the ACT Working with Vulnerable People (WwVP) registration) prior to starting your employment.

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

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

Why Canberra?

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

Canberra is a safe, welcoming and multicultural city with an abundance of nature reserves, parks, lakes and mountains, as well as contemporary and dynamic urban spaces, including extensive foodie and shopping precincts. Canberrans thrive in their active lifestyle; our residents have the highest participation level for organised sport in the country. Our community events are unsurpassed with regular artisanal markets and annual events including our spring festival featuring one million blooms by the lake, the renowned multicultural food festival and iconic hot air balloon festival in autumn.

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

How to apply

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

A two-page statement providing practice examples of your experience aligned to the Australian Professional Standards with an emphasis your pedagogical philosophy and how you have strived to meet the diverse needs of students.

Your resume.

Contact details of two referees.

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

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

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

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

**Office for schools
Belconnen Network
Kingsford Smith School
Business manager**

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 15513)

Gazetted: 28 November 2023

Closing Date: 12 December 2023

Details: Kingsford Smith School is looking for an innovative Business Manager to join the school leadership team. A large site, requiring an innovative person to manage the facilities with the appointed Building Services Officers. The successful applicant will be a crucial member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. Responsibilities include financial management; coordination of Government business requests, management and monitoring of contracts and leases, managing relationships with partners and vendors, identify opportunities and create business development plans to assist the school in delivering its strategic vision and business plan.

An ability to think critically will be vital in providing informed advice to the principal to minimise risks, meet compliance requirements, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and setting up protocols. Excellent communication and customer service skills will be essential.

The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They provide valuable, enabling support to the principal while working collaboratively with the school leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the education support staff of the school also falls within the expectations of this role. Our values are, Harmony, Excellence, Respect and Optimism.

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)

Desirable: A First Aid Certificate or a willingness to undertake appropriate training. Experience in a business-related role. Financial qualification or relevant experience.

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

How to Apply: Please submit your response of no more than three pages addressing the Selection Criteria (Professional/Technical Skills and Knowledge and Behavioural Capabilities) as detailed in the Position Description, together with your curriculum vitae and names of two referees before the closing date.

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: Paula Kinsman (02) 6142 3399 Paula.Kinsman@ed.act.edu.au

Service Design & Delivery

Student Engagement

Flexible Education

Indigenous Education Officer

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 60164)

Gazetted: 29 November 2023

Closing Date: 6 December 2023

Details: Flexible Education are looking for an Indigenous Student Engagement Officer to join the team. The successful applicant must have the ability to communicate effectively and sensitively, including the capability to consult with Aboriginal and Torres Strait Islander students, families and community members, school staff and other stakeholders.

A comprehensive knowledge and understanding of the ACT Education Directorate's commitment to Cultural Integrity in ACT Public Schools is a must, as well as insight into the issues important to Aboriginal and Torres Strait Islander people, and the importance of schools meeting the needs and aspirations of all Aboriginal and Torres Strait Islander students.

Eligibility/Other requirements:

Qualifications, Suitability and Experience

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)

Currents drivers' licence

Access to personal vehicle

Highly Desirable

Certificate IV in Youth Work or Community Services

First Aid Certificate

Trauma Informed Training

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

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

Please note, this is an Identified position for Aboriginal and Torres Strait Islanders.

How to apply: Please submit response to the selection criteria (maximum four pages), curriculum vitae and details for two referees, including your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Sargeant (02) 6142 0093 Vanessa.Sargeant@ed.act.edu.au

Service Design & Delivery**Various****Administration & Coordination Officers****Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 59993, several)**

Gazetted: 29 November 2023

Closing Date: 15 December 2023

Details: We are seeking high performing administration and support officers to support various sections across the group at the ASO5 level. These roles may be placed in the branches of Student Engagement, Universal School Support, Learning Wellbeing Policy & Service Design or Digital Strategy, Services and Transformation. Roles are also available in the Safe at Schools Taskforce.

The roles that may be filled via this merit pool include, but are not limited to:

Administration & Coordination Officers

Executive Assistants/Executive Support Officers

Incident Reporting Officers

Project/Program Support Officers

The established merit pool may also be utilised by other areas across the Education Directorate that are outside of Service Design and Delivery Group.

Eligibility/Other requirements:

HIGHLY DESIRABLE

Highly developed proficiency in the Microsoft Suite of applications.

Notes: This is a temporary position available immediately for a period of 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 similar vacancies over the next 12 months. These vacancies may include permanent roles as well as temporary. Temporary vacancies may vary in length from 3 to 12 months. Selection may be based on application and referee reports only.

How to apply: Please provide a written response (maximum two pages) highlighting how your current skills and experience align with the Selection Criteria. Please also include a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan (02) 6205 1310 Amie.Corrigan@act.gov.au

Service Design & Delivery**Various****Administration & Support Officers**

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 49613, several)

Gazetted: 29 November 2023

Closing Date: 15 December 2023

Details: Service Design & Delivery Group are seeking high performing administration and support officers to support various sections across the group at both the ASO4 level. These roles may be placed in the branches of Student Engagement, Universal School Support, Learning Wellbeing Policy & Service Design or Digital Strategy, Services and Transformation or Safe at Schools. The roles that may be filled via this merit pool include, but are not limited to:

Administration and Support Officers

Executive Support Officers

Incident Reporting Officers

The established merit pool may also be utilised by other areas across the Education Directorate that are outside of Service Design and Delivery Group. This may include the Education Support Office and/or schools.

Eligibility/Other requirements:

HIGHLY DESIRABLE

Highly developed proficiency in the Microsoft Suite of applications.

Notes: This is a temporary position available immediately for a period of 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 similar vacancies over the next 12 months. These vacancies may include permanent roles as well as temporary. Temporary vacancies may vary in length from 3 to 12 months. Selection may be based on application and referee reports only.

How to apply: Please provide a written response (maximum two pages) highlighting how your current skills and experience align with the Selection Criteria. Please also include a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan (02) 6205 1310 Amie.Corrigan@act.gov.au

Service Design & Delivery**Student Engagement****Murrumbidgee School****Classroom Teacher - Murrumbidgee School****Classroom Teacher \$79,108 - \$117,538, Canberra (PN: 26647)**

Gazetted: 29 November 2023

Closing Date: 13 December 2023

Details: The Flexible Education team are looking for passionate classroom teachers to support the students at Murrumbidgee School, located within the Bimberi Youth Detention Centre. You will be responsible for developing personalised learning programs, utilising creative pedagogical and differentiated learning approaches to support high engagement and high expectations for all young people.

Eligibility/Other requirements:

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

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

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

Notes: This is a temporary position available starting Term 1 for a period of 12 months with the possibility of permanency.

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

How to apply: Applicants are to provide a curriculum vitae, a two-page Statement of Claims based on the *Australian Professional Standards for Teachers* and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janine Inggs 0468 572 790 Janine.Inggs@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

Tuggeranong Network**Lake Tuggeranong College****Technology VET teacher - Lake Tuggeranong College****Classroom Teacher \$79,108 - \$117,538, Canberra (PN: 09776)**

Gazetted: 29 November 2023

Closing Date: 6 December 2023

Details: Lake Tuggeranong College is seeking an educator, specialising in Construction and/or Metal, and/or Automotive incorporating the delivery of VET competencies and qualifications for senior secondary students. Whole of school improvement centres on the development of capabilities which equip our young people for success and meaningful lives post education.

Job description

Delivery of high-quality Technology courses, aligned to requirements of the BSSS, and in accordance with vocational education and training requirements as prescribed by the Australian Skills Quality Authority (ASQA)

Development of engaging Programs of Learning in Technology courses delivered at the college

https://www.ltc.act.edu.au/_data/assets/pdf_file/0013/542101/LTC_2023_Prospectus_Final.pdf

Foster and implement high impact pedagogical practices appropriate for both competency and criterion-based assessment

Implement action research approaches, using student learning evidence to inform teaching and learning through professional learning communities

Provide input and expertise in the development of the general capabilities across course areas aligned to the college strategic plan

Work in collaboration with the VET Coordinator and team of VET teachers to achieve high-quality pathway outcomes for students as part of the Southside RTO.

Eligibility/Other requirements:

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

Mandatory:

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

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 to provide a curriculum vitae and a two page Statement of Claims based on the *Australian Professional Standards for Teachers*.

Your two-page statement does not need to address each individual Standards, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Briggs (02) 6142 3666 David.Briggs@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.

SPID**TUGN****Birrigai****Casual Kitchen Hand - General Services Officer 3****General Service Officer Level 3 \$56,173 - \$58,199, Canberra (PN: C13650, Several)**

Gazetted: 29 November 2023

Closing Date: 31 December 2023

Details:

The ACT Education Directorate is seeking enthusiastic and suitable applicants to join our General Services Officer Casual Employment Register.

Seeking highly motivated and experienced kitchen hands to assist the Chef and Catering Team Leader in the operations of the commercial kitchen at Birrigai Outdoor School. This includes cleaning duties, some food preparation and service, and maintaining general kitchen functionality.

Days of work and rostered working hours will vary depending on Birrigai's operational requirements which may include working evenings and weekends. In general, most hours will be worked between 6.00am and 8.00pm, Monday to Friday. There will also be periods of time such as during school holidays where there may be no shifts available.

Birrigai is located 2 kilometres from Tidbinbilla Nature Reserve on Tidbinbilla Road and is 15km from Gordon in the Tuggeranong valley. There is no public transport to Birrigai therefore a driver's licence and a reliable vehicle are essential for this role. Please note a travel allowance is paid to staff working at Birrigai.

Eligibility/ Other Requirements: Eligibility Requirements

Mandatory

Eligible working rights in Australia

Drivers Licence (C-class)

Current Working with Vulnerable People Registration

Highly Desirable

Senior First Aid certificate

This must be obtained within three months from commencement.

Note: This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata. Selection may be based on application and curriculum vitae only.

How to Apply: Please complete the Application for Casual General Services Officer and submit with a copy of your curriculum vitae and mandatory registrations.

Applications should be submitted via the apply now button

Contact Officer: Kirsten Galafassi (02) 6207 8044 Kirsten.Galafassi@ed.act.edu.au

School Performance and Improvement

Belconnen

Hawker Primary School

Executive Assistant - Hawker Primary School

School Assistant 4 \$72,353 - \$78,207, Canberra (PN: 44123)

Gazetted: 27 November 2023

Closing Date: 4 December 2023

Details: Hawker Primary School is a unique open plan school catering for students from P-6. It is situated in Belconnen and has an enrolment of approximately 380 students.

At Hawker School we aim to provide a secure, caring and stimulating learning and working environment which is inclusive, values excellence and is responsive to the community.

Hawker School is a contemporary design with large open plan units, withdrawal spaces, 'wet' areas and media rooms. All teaching spaces have access to the wireless network and interactive white boards. Our preschool is located in a purpose built and separately fenced area beside the main building. The administration, executive offices and K-6 classrooms are located in the main school building.

The Executive Assistant will be required to generally work independently under limited guidance, demonstrating initiative, high level customer service skills and high level communication skills. As part of the role, the Executive Assistant oversees the enrolments from P-6 which requires high level organisational skills. The position is full time with no direct supervision responsibilities.

The successful applicant will have a demonstrated ability to work in a team environment and engage with students and other stakeholders. Applicants will require knowledge of Sentral, as well as other IT platforms. The applicant will be required to apply legislation, policy, procedures and guidelines in line with the Directorate/ACTPS.

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)

Highly Desirable:

Experience working with the SAS Admission System

Desirable:

Experience in School Administration Systems and Microsoft and Google Suite packages

First Aid Certificate or willingness to undertake appropriate training

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 supporting statement of not more than two A4 pages outlining your skills and experience relevant to the role.

Current curriculum vitae and

Name and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Reid (02) 6142 3030 Alison.Reid@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 and Planning Environment

ACT Parks and Conservation

Service Operations Coordination and Planning

Senior Project Officer (Disaster Resilience)

Senior Officer Grade C \$117,845 - \$126,715 , Canberra (PN: 62903)

Gazetted: 28 November 2023

Closing Date: 12 December 2023

Details: The role requires a motivated professional to drive the development of a disaster resilience investment framework for ACT Parks and Conservation Service (PCS) assets that will underpin our future planning approach for assets across the PCS estate. Working with key stakeholders of PCS, the Directorate and relevant industry professionals, the Resilience Officer will establish governance frameworks, collate information from a range of sources including spatial and assets data, bring officers together for focused workshops and work with industry to develop and deliver a best practice and contemporary methodology for cost-effective, long-term approaches to investment in grey and blue-green assets under changing climates, disaster frequencies and intensities.

This position is initially funded for a period of two years with potential of an ongoing requirement post project and to meet PCS future resilience needs.

This position may be responsible for 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:

Mandatory:

- Possess and maintain a current driver's licence
- Be prepared to wear a uniform

Highly desirable:

- Tertiary qualifications and/or highly relevant experience in engineering, environmental engineering, natural resource management, ecological restoration, hydrology, soil conservation, or other environmental field
- Ability to use ArcGIS and in-field mapping technology
- Experience in strategic asset management of public infrastructure assets including blue and green assets.

Notes: This is a temporary position available from 08 January 2024 until 31 December 2025 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 written application addressing the Selection Criteria limiting responses to 350 words per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Charles Stephenson 0466370050 charles.stephenson@act.gov.au

Environment and Planning

City Renewal Authority

Development Team

Senior Project Manager

Senior Officer Grade B \$138,476 - \$155,668 , Canberra (PN: 63711)

Gazetted: 28 November 2023

Closing Date: 12 December 2023

Details: The Senior Project Manager will be considered a Subject Matter Expert (SME) in the field of land development and urban renewal and will have scalable expertise to deliver a broad range of projects within the Authority's portfolio. We require a candidate with strong leadership and stakeholder engagement skills and the ability to support the review and development of policies and procedures.

The Senior Project Manager will support Development Directors in the delivery of complex, multi-disciplinary development within the Authority's precinct. These projects will include procurement, community and stakeholder consultation, master planning and design, construction, approvals and sales process. Working in partnership across the Authority is a key output of the position and will include providing high level support and advice to other business units as required.

Reporting to the Executive Branch Manager Development, in support of the broader team, the Senior Project Manager will work autonomously, following with the Authority's Renewal Program.

The position will provide effective support and advice to the Executive Branch Manager, Development and the Development Team, the Authority Executive and the Authority Board on all aspects of highly complex, multi-disciplinary development projects, civil and public infrastructure projects and land sales for the City Renewal Authority.

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

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 curious about each other's work and always ask "who else needs to know?"

The Development team is responsible for the implementation of the City Renewal Authority's development and delivery program as defined in the Precinct Renewal Program <https://www.act.gov.au/cityrenewal/about/city-precinct-renewal-program>

Eligibility/Other Requirements:

Desirable Job Specific Criteria

- Tertiary qualifications and demonstrated experience in a related field such as: Project/Contract Management, Property Development, Infrastructure engineering/design and Construction Management, Property Law, Architecture or Urban Planning.
- Experience in related fields to the land development industry like land valuation, engineering consultancy, environment management consultancy.
- Project and contract management experience in land development.

Pre-Requisite Qualifications and/or Experience

- Hold a relevant professional qualification or accreditation with a professional body (Engineering, Architecture, Project Management) recognised within Australia, or
- Have significant development, planning and/or infrastructure knowledge through project management experience.
-

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

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

How to apply: Please provide a written response of no more than two pages and a curriculum vitae. Your application should address all the criteria in the duties listed in the Position Description. Please provide any relevant qualifications.

There is a limit of 10MB and 10 documents per application in the online application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Campese 0438001705 sarah.campese@act.gov.au

Planning and Sustainable Development

Deputy Director-General, Planning and Sustainable Development

Executive Level 3.3 \$409,269 - \$425,685 depending on current superannuation arrangements, Canberra (PN: E1017)

Gazetted: 27 November 2023

Closing Date: 8 December 2023

Details: A short-term Executive opportunity for the period 19 February 2024 to 7 February 2025, with the possibility of extension up to two years, is available at the ACT's Environment, Planning and Sustainable Development Directorate (EPSDD). The position of Deputy Director-General Planning and Sustainable Development is charged with leading the ACT Government's planning and development portfolios which includes planning and urban policy, statutory planning (including development assessment), the Asbestos Response Taskforce, strategic development and infrastructure projects.

The position will be required to continue a range of key projects including the implementation work of the Planning Review and Reform Project for the period of employment.

This position reports to the Director-General and includes support staff.

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.

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

Contract: The successful applicant will be placed on a short-term contract from 19 February 2024 to 7 February 2025, with the possibility of extension up to two years.

How to apply: If you are interested, please submit an application of no more than two pages, as well as a current curriculum vitae (including the contact details of two referees).

Applications should be submitted via the Apply Now button below.

Contact Officer: Ben Ponton 02 6207 8359 Ben.Ponton@act.gov.au

Planning and Urban Policy

Strategic Planning and Policy

Planning Officer

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 36262)

Gazetted: 24 November 2023

Closing Date: 8 December 2023

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 delivering tasks, to fill the role of Planning Officer.

The role of Planning Officer comprises working in a multi-disciplinary environment to deliver strategic planning and urban policies, projects, and programs to facilitate development that is well planned, sustainable, and responsive to the strategic directions set by 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/other requirements:

A tertiary qualification and/or relevant industry/professional experience in town/urban planning, social planning, urban policy, architecture, landscape architecture, urban design, environmental planning, or a related field is highly desirable.

Note: This is a temporary position available immediately until 31 August 2024 with the possibility of extension and/or permanency

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

Planning and Urban Policy

Strategic Planning and Policy

Planning Policy Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 34845)

Gazetted: 24 November 2023

Closing Date: 1 December 2023

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 delivering tasks, to fill the role of Planning Policy Officer.

The role of Planning Policy Officer comprises working in a multi-disciplinary environment to deliver strategic planning and urban policies, projects and programs to facilitate development that is well planned, sustainable, and responsive to the strategic directions set by 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/other requirements:

Highly Desirable:

Relevant tertiary qualifications and/or demonstrated equivalent industry/professional experience in urban planning, urban and environmental management, or a related field.

Work experience in urban planning, planning policy or a related field.

Note: This is a temporary position available immediately until 30 June 2024.

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:

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

Independent Competition and Regulatory Commission

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 Manager

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 09308)

Gazetted: 23 November 2023

Closing Date: 7 December 2023

Details: We're looking for an enthusiastic Office Manager for our small office's administrative tasks, as well as website and records management. Your role will provide administrative functions, including front-of-house communications, arranging meetings and travel and other tasks as needed. You will also update our website and manage our records in accordance with the Territory Records Act 2002, which includes administering our electronic document and records management system, Objective.

This position is part time and flexible in a hybrid workplace, with work times and locations to be negotiated with the successful applicant.

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: Previous experience in a similar role is desirable, particularly experience with website and document management.

Note: This is a temporary position available 8 January 2024 to 7 January 2024 with the possibility of extension up to 12 months and/or permanency. Part-time hours will be considered, and the full-time salary noted above will be pro-rata.

How to Apply: Please submit your response addressing the Selection Criteria (two pages only) together with your curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Alessandra Whiting (02) 6205 0779 Alessandra.Whiting@act.gov.au

Justice and Community Safety

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

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

Executive Group Manager, Legislation Policy and Programs

Temporary Vacancy (ASAP to 19 February 2024)

Justice and Community Safety

Legislation Policy and Programs

Position: E629

(Remuneration equivalent to Executive Level 2.2)

Circulated to: ACTPS Band 1 Executive List, ACTPS Band 2 Executive List

Date circulated: 24 November 2023

The ACT Justice and Community Safety Directorate is seeking applications for the role of Executive Group Manager, Legislation, Policy and Programs, commencing as soon as possible. A dynamic leader with excellent communication, organisational and collaboration skills is required.

This role is responsible for providing the Government with high level legal policy, regulatory and human rights advice across the spectrum of government business and ACT laws; the development and management of the law reform agenda and associated legislative program of the Attorney General, Minister for Human Rights, Minister for Police and Emergency Services and the Special Minister of State. Collaborating with other agencies to further the ACT Government's law reform agenda is a critical part of the role.

The Executive Group Manager will lead and manage staff and be accountable for the development and implementation of ACT policy on such diverse matters as human rights, criminal and public law, delivery of the justice system, discrimination, constitutional law and regulatory policy. The Executive Group Manager is also responsible for managing the delivery of restorative justice and the development and implementation of crime prevention and justice programs.

Eligibility/Other Requirements: Legal qualifications and a strong understanding of development and progress of legal policy are required.

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

Remuneration: The position attracts a remuneration package ranging from \$313,721 - \$326,282 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$279,122.

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 Kelly Williams via email at Kelly.williams@act.gov.au by COB Wednesday 29 November 2023.

Contact Officer: Kelly Williams (02) 6207 0522 Kelly.williams@act.gov.au

Legislation, Policy and Programs

Civil and Regulatory Law

Senior Policy Officer

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 42761)

Gazetted: 29 November 2023

Closing Date: 13 December 2023

Details: The Civil Law Group is seeking applications for a Senior Legal Policy Officer (SOG-C) in the Human Rights and Social Policy Team within the Civil Law Group. This position is available from early January to the end of July 2024 with the possibility of extension. The Senior Legal Policy Officer is responsible for undertaking complex legal policy work in relation to human rights including assessing compatibility of proposed legislation with human rights and working with agencies to ensure that new laws meet human rights standards. They will also work on the development and implementation of legislative reforms across a range of other areas of social policy which may include discrimination, privacy, freedom of information, guardianship and powers of attorney, the official visitor scheme and OPCAT.

Senior legal policy officers deliver critical legislation, law reform and policy projects and provide high quality, strategic advice to Ministers and Government. They are responsible for applying superior analytical and written skills to produce briefings, drafting instructions and issues papers across diverse areas of civil law.

This is an opportunity to join a busy, energetic group that makes a significant contribution to the Government's access to justice agenda, which has a tangible impact on the lives of Canberrans.

Eligibility/ Other Requirements: Legal qualifications are highly desirable in this role.

Note: This is a temporary vacancy available for 7 months with a possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Interested applicants should submit a supporting statement (no more than 2 pages) outlining practical experience and examples related to the role with reference to the professional and behavioural capabilities found in the Position Description, and a current curriculum vitae with the name and contact details of two referees.

Applications should be submitted via the apply now button.

Contact Officer: Gabrielle McKinnon (02) 6205 3158 Gabrielle.McKinnon@act.gov.au

Community Safety

First Nations Justice Branch

First Nations Justice Branch Secretariat and Policy Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 63785)

Gazetted: 29 November 2023

Closing Date: 13 December 2023

Details: Are you an experienced Secretariate with a passion for First Nations justice initiatives? Are you looking for an opportunity to work with the local First Nations community to deliver meaningful outcomes for those experiencing the justice system? We want to hear from you!

We are a small but deadly team who draw on our cultural connections and relationships with community, to deliver meaningful programs and services for First Nations People in contact with the justice system. We are looking for fresh energy and experience to enhance the way we work with community and contribute to whole of Directorate reporting obligations on local and national agreements related to Aboriginal and Torres Strait Islander justice.

Note: This is a temporary position available immediately to 19 December 2024 with the possibility of extension up to 12 months and/or permanency. We are supportive of hybrid and flexible working arrangements. We practice a balance of office based and remote working.

Eligibility/ Other Requirements:

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.

Note: Selection may be based on application and referee reports only. This is an Identified position for Aboriginal and Torres Strait Islander people. 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: Referee's may be contacted for a referee's report.

Applications should be submitted via the apply now button.

Contact Officer: Sabrina Antonakos (02) 6207 5481 Sabrina.Antonakos@act.gov.au

Corporate

People and Workplace Strategy

Assistant Director, Human Resources

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 57207, Several)

Gazetted: 28 November 2023

Closing Date: 12 December 2023

Details: Are you a highly motivated human resources professional committed to delivering services that are focussed on people and organisation capability outcomes? If you want to make a difference, the Justice and Community Safety Directorate is offering compelling opportunities for professionals at various senior officer levels, as well as diverse working arrangements (such as full/part time and temporary/permanent).

What does our directorate do?

The Justice and Community Safety Directorate offers an exciting and diverse environment for HR professionals.

You will be part of a team that supports the delivery of an integrated set of justice and community safety services to the ACT Community, ranging from emergency services, correctional services, public prosecutions, courts and

tribunal right through to supporting people who are at a high risk of vulnerability through areas like the Human Rights Commission, the Public Trustee and Guardian, as well as supporting Government develop policy and legislation that contributes to the wellbeing of our citizens.

What does our branch do?

We provide strategic leadership and operational service delivery in a diverse range of people functions across JACS, particularly those that are cross-Directorate, higher risk and/or more complex matters. This includes workforce planning and capability, workplace behaviour and conduct, training and development, analytics and reporting, policy/procedure/guidance development and implementation, industrial and employee relations, work health and safety, and injury prevention and management.

What will you bring to the role?

You will need to work in partnership with our business units to support the implementation of key human resource initiatives and delivery of sound people management services and practices which includes:

advising, guiding and coaching managers; providing ideas and challenging leaders to act as a catalyst for change; and enhancing leader capability in people management.

Designing, delivering, driving and evaluating contemporary strategic and operational people services, programs and initiatives including the Directorate's workforce plan.

focusing on early intervention and local resolution, assist executives/other leaders to manage complex people matters including assessment and management of workplace issues, and appropriately apply specialist expertise to effectively address if the matter becomes higher risk

providing human resources advice and recommendations to our leaders to enhance people experience and contemporary best practice; enable compliance with legislative and industrial requirements; and risk-managed decision making.

This role will be of interest if you excel at operating in a complex, dynamic work environment and enjoy delivering initiatives which improve workforce experience, leadership capability and business outcomes.

Eligibility/Other Requirements:

Qualifications in human resources, employee relations or psychology are highly desirable.

National Police Check will be required prior to commencement.

Note: This role is being advertised simultaneously at a Senior Officer Grade B & C level, if you wish to be considered for different classifications, please note your interest in your personal pitch. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note, this position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the Professional / Technical Skills and Knowledge, and Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

Applications should be submitted via the apply now button.

Contact Officer: Sean Butler (02) 6207 8556 Sean.Butler@act.gov.au

Corporate

People and Workplace Strategy

Director, Human Resources

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 62824, Several)

Gazetted: 28 November 2023

Closing Date: 12 December 2023

Details: Are you a highly motivated human resources professional committed to delivering services that are focussed on people and organisation capability outcomes? If you want to make a difference, the Justice and Community Safety Directorate is offering compelling opportunities for professionals at various senior officer levels, as well as diverse working arrangements (such as full/part time and temporary/permanent).

What does our directorate do?

The Justice and Community Safety Directorate offers an exciting and diverse environment for HR professionals.

You will be part of a team that supports the delivery of an integrated set of justice and community safety services to the ACT Community, ranging from emergency services, correctional services, public prosecutions, courts and tribunal right through to supporting people who are at a high risk of vulnerability through areas like the Human

Rights Commission, the Public Trustee and Guardian, as well as supporting Government develop policy and legislation that contributes to the wellbeing of our citizens.

What does our branch do?

We provide strategic leadership and operational service delivery in a diverse range of people functions across JACS, particularly those that are cross-Directorate, higher risk and/or more complex matters. This includes workforce planning and capability, workplace behaviour and conduct, training and development, analytics and reporting, policy/procedure/guidance development and implementation, industrial and employee relations, work health and safety, and injury prevention and management.

What will you bring to the role?

You will need to work in partnership with our business units to support the implementation of key human resource initiatives and delivery of sound people management services and practices which includes:

advising, guiding and coaching managers; providing ideas and challenging leaders to act as a catalyst for change; and enhancing leader capability in people management.

Designing, delivering, driving and evaluating contemporary strategic and operational people services, programs and initiatives including the Directorate's workforce plan.

focusing on early intervention and local resolution, assist executives/other leaders to manage complex people matters including assessment and management of workplace issues, and appropriately apply specialist expertise to effectively address if the matter becomes higher risk

providing human resources advice and recommendations to our leaders to enhance people experience and contemporary best practice; enable compliance with legislative and industrial requirements; and risk-managed decision making.

This role will be of interest if you excel at operating in a complex, dynamic work environment and enjoy delivering initiatives which improve workforce experience, leadership capability and business outcomes.

Eligibility/Other Requirements:

Qualifications in human resources, employee relations or psychology are highly desirable.

National Police Check will be required prior to commencement.

Note: This role is being advertised simultaneously at a Senior Officer Grade B & C level, if you wish to be considered for different classifications, please note your interest in your personal pitch. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note, this position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the Professional / Technical Skills and Knowledge, and Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

Applications should be submitted via the apply now button.

Contact Officer: Sean Butler (02) 6207 8556 Sean.Butler@act.gov.au

Corrective Services

Corporate Services

Information, Security and Business Solutions

Director, Security and Information Systems

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 41514)

Gazetted: 24 November 2023

Closing Date: 8 December 2023

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated, enthusiastic, and suitably qualified person to fill the role of Director, Security and Information Systems (SIS), within Corporate Services. This position is primarily based at the Alexander Maconochie Centre (AMC) in Hume.

The successful applicant will be responsible for overseeing the operations of Electronic Security Systems used at the AMC, to monitor and maintain safety and security of detainees, staff and visitors. You will also provide technical leadership, project, contract, and procurement management and administer the broad portfolio of systems.

In addition, you will be required to develop strong and direct relationships with key stakeholders, including vendors, contractors and consultants involved in security systems management to progress various system maintenance activities, work requests, daily security systems operations and planning for changes and project works.

Further to this, you will provide high quality strategic advice, briefings, reports, and written material relating to matters from the information, security, and business systems portfolios, for the Commissioner, Executive Team and other stakeholders.

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:

Relevant experience of five to seven years in security systems operations or administrations is highly desirable.

Experience in Corrections or similar Government agencies is highly desirable.

The successful candidate may be required to undergo a criminal record check.

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

Current Driver's Licence.

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 and 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 their driver's licence. 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

Corporate

Communications and Engagement

Assistant Director, Communications and Engagement

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 40274, Several)

Gazetted: 23 November 2023

Closing Date: 4 December 2023

Details: We are looking to hire two x fabulous Assistant Directors to join our team for 6 months with a possibility of extension and/or permanency. We have multiple roles available as we are building a team of specialists who love doing awesome communications and creating a great team culture together.

The Assistant Director, Justice Communications will lead projects in our justice portfolio and make sure our community has a say on the new policies and laws that will impact them.

The Assistant Director, Corporate Communications will deliver innovative internal communications for all JACS employees and change communications on major infrastructure projects.

We are seeking applications from strategic communications and engagement professionals to deliver a broad range of projects in our directorate. This role will be of interest if you excel at coming up with new ideas to reach our audiences and delivering the best outcomes for our community.

What does our directorate do?

We make it easier for Canberrans to access justice and we help to keep our community safe.

Our work spans legislation, policy, human rights, consumer rights, gaming, emergency services, corrective services, and infrastructure projects.

What does our branch do?

We are responsible for communications, engagement, media and digital services across our directorate.

We get to work on interesting projects and shape how information is shared with our community.

We are a small but fast-moving branch, which means new ideas are encouraged.

We motivate and back our team to deliver excellent outcomes that support business priorities.

We enjoy telling the best stories about how our work benefits the ACT community.

What will you bring to the role?

You deliver excellent communications and engagement advice and services.

You are enthusiastic about looking for new ways to do our work and inform our audiences.

You relish the challenge of understanding complex projects and working in partnership with our business teams.

You do fabulous storytelling by using your strong writing and editorial skills.

You are comfortable working in a matrix structure and proactively liaising with stakeholders.

You thrive at working in a fast-paced environment, but also know how to create balance when things are quieter. You are a strong leader who supports your team and see change as an opportunity to do something differently. We are looking for 'out-of-the-box' thinkers with fresh ideas who want to work in an environment where no two weeks are ever the same.

If you're passionate about what you do, and you want to make a difference in the lives of our community, we encourage you to submit your application.

Eligibility/ Other Requirements:

Relevant tertiary qualifications and/or significant experience working professionally in the fields of media or communications and engagement is highly desirable.

The ability to work flexibly with occasional weekend and after-hours work is required.

Note: This is a temporary position available immediately for 6 months with the possibility of extension of up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button.

Contact Officer: Megan Emerson-Elliott (02) 6205 4583 Megan.Emerson-Elliott@act.gov.au

Corporate

Communications and Engagement

Assistant Director, Media

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63368)

Gazetted: 23 November 2023

Closing Date: 7 December 2023

Details: We are looking to hire a fabulous Assistant Director, Media to join our team for 6 months with a possibility of extension and/or permanency. We are building a team of specialists who love doing awesome communications and creating a great team culture together.

We are seeking applications from media professionals to deliver a broad range of projects in our directorate. This role will be of interest if you excel at coming up with new ideas to reach our audiences and delivering the best outcomes for our community.

What does our directorate do?

We make it easier for Canberrans to access justice and we help to keep our community safe.

Our work spans legislation, policy, human rights, consumer rights, gaming, emergency services, corrective services, and infrastructure projects.

What does our branch do?

We are responsible for communications, engagement, media and digital services across our directorate.

We get to work on interesting projects and shape how information is shared with our community.

We are a small but fast-moving branch, which means new ideas are encouraged.

We motivate and back our team to deliver excellent outcomes that support business priorities.

We enjoy telling the best stories about how our work benefits the ACT community.

What will you bring to the role?

You deliver excellent media management advice and services.

You are enthusiastic about looking for new ways to do our work and inform our audiences.

You relish the challenge of understanding complex projects and working in partnership with our business teams.

You do fabulous storytelling by using your strong writing and editorial skills.

You are comfortable working in a matrix structure and proactively liaising with stakeholders.

You thrive at working in a fast-paced environment, but also know how to create balance when things are quieter.

You are a strong leader who supports your team and see change as an opportunity to do something differently.

We are looking for 'out-of-the-box' thinkers with fresh ideas who want to work in an environment where no two weeks are ever the same.

If you're passionate about what you do, and you want to make a difference in the lives of our community, we encourage you to submit your application.

Eligibility/ Other Requirements:

Relevant tertiary qualifications and/or significant experience working professionally in the fields of media or communications and engagement is highly desirable.

The ability to work flexibly with occasional weekend and after-hours work is required.

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

An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position has moved to a new workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button.

Contact Officer: Jed Rainbow (02) 6205 8627 Jed.Rainbow@act.gov.au

ACT Courts and Tribunal

Magistrates Court

Coroner's court

Legal Officer, Coroner's court

ACT Courts and Tribunal Legal 1 \$70,680 - \$142,352, Canberra (PN: 53450)

Gazetted: 24 November 2023

Closing Date: 1 December 2023

Details: The Legal Officer, ACT Coroner's Court is responsible for supporting coronial investigations into reportable deaths and fires by providing end to end legal case management and assistance. This is an exciting opportunity to join a collegiate and supportive team and expand your legal knowledge and skill set in this vital area of legal practice, and as well as having the ability to affect long term change and contribute to the safety of the community.

About Us

The core functions of the Coroners Court are:

independently investigating deaths and fires.

making findings under the Coroners Act on the manner and cause of death, the cause and origin of fires, and matters of public safety.

promoting public health and safety and the administration of justice.

About the Role

As a Legal Officer in the Coroner's Court, under the guidance of the Executive Director, Coroner's Legal Unit, you will assist Coroners with their investigations by analysing evidence, liaising with families, engaging with stakeholders, advising Coroners on matters of legal practice and principle, preparing submissions, preparing matters for hearing and appearing in court or as instructing solicitor for Counsel Assisting the Coroner. The Legal Officer, Coroner's Court is responsible for supporting the Coroner with their investigations into reportable deaths and fires by providing end to end legal case management and assistance.

About you

You will either be an early career lawyer or an established legal professional, with admissions to practice or the ability to be admitted. You will have exceptional communication skills and the ability to effectively engage with a diverse range of stakeholders. Importantly, you will possess a commitment to making a positive difference to the Canberra community.

You will demonstrate an ability to:

Undertake legal research and analysis and prepare high level advice in relation to legal matters.

Effectively manage a high-volume caseload using your well-developed abilities to prioritise and plan.

Work collaboratively as part of a high performing team with a focus on service delivery and continuous improvement

Things to know

The nature of the role is such that you will be exposed to sensitive and graphic material or information that will at times be confronting or culturally sensitive. You will be exposed to stories, images and the physicality of death; including in respect of suicide, homicide, road trauma involving children and adults. The ACT Courts and Tribunal also provides support services and training to assist staff in being culturally aware, resilient and safe in the workplace.

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

Eligibility/Other Requirements: Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory.

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

How to Apply: Please provide a two-page written response addressing the professional/ technical skills and knowledge and behavioural capabilities in the Position Description, along with a current curriculum vitae, including a minimum of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Simone Richards (02) 6205 3719 Simone.Richards@courts.act.gov.au

Legislation, Policy and Programs

Justice Reform Branch

Restorative Justice Unit

Restorative Justice Convenor

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 63727)

Gazetted: 23 November 2023

Closing Date: 14 December 2023

Details: The Restorative Justice Unit (RJU) sits within the Justice Reform Branch of Legislation, Policy and Programs in the JACS Directorate. The RJU is a high-performing, inclusive and dynamic environment which is guided by trauma-informed and restorative practice, both with clients and with each other. The RJU provides innovative and voluntary restorative justice services to persons harmed by an offence, those responsible, and their respective communities, assisting them to journey away from harm and toward healing. This often looks like a meeting between those most affected by an offence. Careful assessment, preparation and facilitation ensures a safe and productive environment to meet and discuss what happened; how people are affected; and how to make things better. In doing so, the RJU aims to:

Support people who have been harmed by crime, provide a forum for their voice, and empower them to have their needs met in the aftermath

Repair and strengthen supportive relationships for both persons harmed and persons responsible

Encourage responsibility-taking by persons responsible

Identify outcomes which are forward-looking and which address the interests and needs of persons harmed.

The Convenor plays an integral role in this process by facilitating the restorative justice conferencing process. The Convenor initiates contact with the participants and works with them collaboratively to identify interests, needs and responsibilities arising from the offence. Where assessed as suitable, the Convenor assists the participants to prepare for and take part safely and meaningfully in a conference. The Convenor also monitors any agreements to support persons responsible to follow-through on what they have said they'll do to address the harm caused.

Convenors work closely with Senior Convenors and the Director to identify and manage risks in relation to conferencing, particularly in cases involving family violence and sexual violence. Additionally, Convenors work closely with the RJU's Indigenous Convenor and Indigenous Guidance Partner to respond effectively to the needs of First Nations participants. Convenors also work closely with a variety of government and non-government organisations to manage risks and holistically address the needs of participants.

The RJU is looking for candidates who have an understanding of the criminal justice system and impacts on victims and offenders. Candidates should also understand and apply trauma-informed practices, as well as restorative justice and human rights principles. The successful candidate would ideally have experience in a frontline role with a criminal justice agency, as well as justice-related group facilitation experience.

This position requires a person of high integrity, and who is committed to ethical work practices with a focus on empowering others to create change in their lives. The successful candidate should possess exceptional communication and interpersonal skills, be highly organised, and demonstrate excellent analysis and judgement in relation to management of complex situations.

This role is a unique and rewarding opportunity to work with voluntary clients in an empowering way to address the impacts of harmful behaviour in their lives. Participants who have worked with the RJU Convenors report:

"It was a difficult moment for my family, but RJ allowed us to put the past behind us and look forward to the future."

"I'm glad I got to see him again [the person responsible], I remembered him as being dangerous, but today he just looked scared. I'll never forget how scared I felt when he broke in, but now I see him differently and he doesn't frighten me anymore"

The RJU is committed to building an inclusive and diverse workplace. As part of this commitment Aboriginal and Torres Strait Islander peoples, people with a disability and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements:

Background/Security clearance checks will be conducted.

Driver's licence class C is essential.

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

Qualifications in behavioural science or criminology are desirable.

Qualifications in conflict resolution/mediation are desirable.

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

How to Apply: Applicants should submit:

A supporting statement (no more than three pages) providing examples of how your skills and experience demonstrate your ability to meet the professional/technical skills and knowledge and the behavioural capabilities as set out in the position description.

A current curriculum vitae including the name and contact details of two referees (at least one must be your current/most recent manager/supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Denning (02) 6207 0041 Richard.Denning@act.gov.au

Corporate

People and Workplace Strategy

Senior Director, Human Resources

Senior Officer Grade A \$160,541, Canberra (PN: 46129, Several)

Gazetted: 28 November 2023

Closing Date: 12 December 2023

Details:

Are you a highly motivated human resources professional committed to delivering services that are focussed on people and organisation capability outcomes? If you want to make a difference, the Justice and Community Safety Directorate is offering compelling opportunities for professionals at various senior officer levels, as well as diverse working arrangements (such as full/part time and temporary/permanent).

What does our directorate do?

The Justice and Community Safety Directorate offers an exciting and diverse environment for HR professionals. You will be part of a team that supports the delivery of an integrated set of justice and community safety services to the ACT Community, ranging from emergency services, correctional services, public prosecutions, courts and tribunal right through to supporting people who are at a high risk of vulnerability through areas like the Human Rights Commission, the Public Trustee and Guardian, as well as supporting Government develop policy and legislation that contributes to the wellbeing of our citizens.

What does our branch do?

We provide strategic leadership and operational service delivery in a diverse range of people functions across JACS, particularly those that are cross-Directorate, higher risk and/or more complex matters. This includes workforce planning and capability, workplace behaviour and conduct, training and development, analytics and reporting, policy/procedure/guidance development and implementation, industrial and employee relations, work health and safety, and injury prevention and management.

What will you bring to the role?

You will need to work in partnership with our business units to support the implementation of key human resource initiatives and delivery of sound people management services and practices which includes:

advising, guiding and coaching managers; providing ideas and challenging leaders to act as a catalyst for change; and enhancing leader capability in people management.

Designing, delivering, driving and evaluating contemporary strategic and operational people services, programs and initiatives including the Directorate's workforce plan.

focusing on early intervention and local resolution, assist executives/other leaders to manage complex people matters including assessment and management of workplace issues, and appropriately apply specialist expertise to effectively address if the matter becomes higher risk

providing human resources advice and recommendations to our leaders to enhance people experience and contemporary best practice; enable compliance with legislative and industrial requirements; and risk-managed decision making.

This role will be of interest if you excel at operating in a complex, dynamic work environment and enjoy delivering initiatives which improve workforce experience, leadership capability and business outcomes.

To make sure we understand your interest, please ensure you clearly identify what level(s) you are applying for, as well as your preferred working arrangement.

Eligibility/ Other Requirements:

Qualifications in human resources, employee relations or psychology are highly desirable.

National Police Check will be required prior to commencement.

Note: This role is being advertised simultaneously at a Senior Officer Grade B & C level, if you wish to be considered for different classifications, please note your interest in your personal pitch. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note, this position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the Professional / Technical Skills and Knowledge, and Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button.

Contact Officer: Sean Butler (02) 6207 8556 Sean.Butler@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 Governance and Administration

Executive Assistant

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 61656)

Gazetted: 23 November 2023

Closing Date: 7 December 2023

Details: Are you an enthusiastic and dedicated Executive Assistant? An exciting opportunity exists for you to work with the Light Rail's Project Director and Executive Branch Manager, Technical Development at Major Projects Canberra.

We are seeking an experienced Executive Assistant to provide high-level executive and administrative support. Under limited supervision you would be working closely with the Project Governance and Administration team within Light Rail Stage 2 and manage all incoming and outgoing communication, prepare correspondence and manage the diaries of the Executives including travel arrangements for the broader team.

The Executive Assistant will support the management of recruitment across the Light Rail Stage 2 project which would include preparation of position descriptions, management of on/off boarding, organisation charts and coordinating training and development across the project.

The role requires the ability to prioritise while supporting a diverse team with variable requirements. The successful candidate will have a high level of independence and impartiality.

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

Eligibility/ Other Requirements: Desirable:

Experience in recruitment activities including position management.

Experience in providing high-level executive support in a fast-paced project related environment.

Experience in the use of Microsoft Office, Objective and SharePoint applications.

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

How to Apply: Please submit no more than a 2 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.

Contact Officer: Izzie Gosling (02) 6205 2043 Izzie.Gosling@act.gov.au

Suburban Land Agency

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

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

Suburban Land Agency

Program Solutions

Sales and Client Services

Assistant Director, Sales and Client Services

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 48853)

Gazetted: 23 November 2023

Closing Date: 30 November 2023

Details:

The Assistant Director, Client Services reports to the Director, Client Services and works closely with the internal Sales and Client Services team and Development teams to facilitate and manage single residential land sales for the ACT's developments, such as Whitlam, Jacka and Kenny.

You will be responsible for the successful release, exchange, and settlement of single residential sales, as well as ongoing relations with builders and customers in more general. You will also work with the SLA's appointed sales agents on multi-unit and other non-single residential releases.

The Program Solutions Group (Program Solutions) is made up of five business units – Sustainability and Release Coordination, Infrastructure Services, Sales and Client Services, Marketing and Community Development and Engagement. Together we deliver:

design review, documentation, and construction supervision of new estate civil works packages

sales of government-owned land

sales and marketing campaigns, branding and promotion.

community development and activation in greenfield estates through the Mingle program.

stakeholder engagement

strategic relationships with external stakeholders, including industry, media and the community, as well as sponsors and partners.

organisation-wide support to ensure non-financial objectives are met, including coordination for the development of the ILRP, delivery of associated affordable, community and public housing targets, and implementation of environmentally and socially sustainable development outcomes.

The Sales and Client Services team values innovative and creative ideas, respectful and informative communication, and motivation to drive projects from conception through to delivery. We:

manage the sales process for Agency sites and properties.

liaise with, and manage, client and stakeholder relationships.

manage procurement panel arrangements for commercial and residential property agents and legal service providers.

Eligibility/ Other Requirements:

Possession of a Drivers licence.

Flexibility to work on a rotating roster which includes weekends.

Flexibility to work at the SLA's sales suite where required.

Possession of a First Aid certificate

Working With Vulnerable People Card is required.

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

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

How to Apply: 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.

Contact Officer: Kathy Torcasio 0401 920 028 Kathy.Torcasio@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

COO

GOVERNANCE AND MINISTERIAL SERVICES

Sustainability, Facilities and Fleet Unit

Director, Facilities

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 19749)

Gazetted: 28 November 2023

Closing Date: 5 December 2023

Details: The Sustainability, Facilities and Fleet Unit are seeking an experienced leader to fill the role of Director, Facilities commencing on the 5th December 2023 for a period of up to 12 Months

As Director, Facilities you will be responsible for managing the Building Management Service Team (BMS) located at 480 Northbourne (480NBA). The BMS team is a cross-directorate team, providing facility management services to staff and visitors of 480NBA. The Director, Facilities also provides a broad range of accommodation services for Transport Canberra and City Services(TCCS) and contributes to the directorate's sustainability goals and transition to zero emission.

Please see attached Position Description for details of the duties to be undertaken.

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

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 skills, knowledge and experience in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and one page pitch to the Selection Criteria setting out why you are the best person for the role.

Applications should be submitted via the apply now button.

Contact Officer: Trish Campbell (02) 6205 1574 Trish.Campbell@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Planning and Delivery

Business Data Analyst

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 35982)

Gazetted: 28 November 2023

Closing Date: 12 December 2023

Details: The Business Improvement team sits within the Planning & Delivery Branch for Transport Canberra and undertakes activities and projects aimed at building operational excellence within Transport Canberra through effective undertaking of portfolio responsibilities including future business planning, asset management and infrastructure, accidents and claims, as well as public transport patronage and performance data analysis and reporting.

The primary responsibilities for the Business Data Analyst are to:

Identify, analyse and facilitate improvements to business systems and processes to support the achievement of system performance and business objectives.

Undertake and guide critical complex quantitative and qualitative analyses such as trend analysis, interpret and analyse data and financial information, and provide advice on statistical methodologies resulting in improved business performance.

Respond to ad-hoc data requests including supporting open data programme. Provide sound advice to ensure a proper use of transport data.

Provide proactive and timely, evidence-based advice to the Executive and Senior Director on matters which could adversely affect the organisations performance or reputation.

Work closely with internal and external stakeholders to build and manage collaborative and strategic relationships. Provide various analytical and strategic reports, documents and presentations supported by rigorous analysis and good judgement in a clear, concise and easy to understand format.

Eligibility/Other Requirements:

Tertiary level qualifications in business data analytics or a related discipline is highly desirable.

Expertise in/and ability to quickly gain mastery of programming languages is desirable.

Note: This position is located in a designated Activity Based Working (ABW) environment. ABW is a transformation in 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.

The Planning and Delivery Branch operates in a hybrid working environment, providing employees with the opportunity to split their working hours between home and office. To foster an environment of collaboration, information sharing and building connections, we ask that staff commit to working a minimum of 20% of their weekly hours from the office.

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 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.

Contact Officer: Luke Powter (02) 6205 5017 Luke.Powter@act.gov.au

City Services

City Presentation

Place Management

Operations Support Officer/Contract Supervisor

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 33887, several)

Gazetted: 24 November 2023

Closing Date: 8 December 2023

Details: As an Operations Support Officer within Place Management, you will be responsible for conducting thorough field investigations, offering informed recommendations, and making evidence-based decisions. Your role includes preparing technical reports for senior management, residents, and Ministerial correspondence.

Reviewing, responding to, and assessing public land-use permits for various activities within specified timeframes will be a key aspect of your position.

You will actively engage with diverse stakeholders, such as other ACT Government Directorates, service providers, community groups, and residents, fostering collaborative relationships. Monitoring the performance of service providers and conducting asset condition and maintenance audits are essential components of this role.

Additionally, you will play a crucial part in providing technical input and evidence-based decisions in the development of policies, procedures, and tenders related to the maintenance and management of urban open space assets. This position requires a keen attention to detail, strong communication skills, and the ability to contribute to the strategic development of urban open space management practices. Join our team and be at the forefront of shaping the urban landscape for the benefit of the community.

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

Eligibility/ Other Requirements

Tertiary qualifications relevant to urban land management, natural and cultural resource management are desirable.

Understanding of urban landscape management and landscape construction practices, horticulture and arboriculture are desirable.

Tertiary qualifications relevant to Government procurement or contract management are desirable.

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Individuals on visas with Australian working rights are eligible to apply for temporary non-ongoing roles.

Driver's licence Class C or higher is essential.

This position does require a pre-employment medical, for employees new to TCCS.

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)

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

How to apply: Applicants should address the Selection Criteria contained inside the Position Description, with no more than one page per criteria. Evidence should also be provided to support claims, for example a copy of Working with Vulnerable People check card or copies of academic certificates.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brian Bathgate (02) 6205 5350 Brian.Bathgate@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Planning and Delivery -

Director Strategy, Planning and Policy

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 39448)

Gazetted: 24 November 2023

Closing Date: 8 December 2023

Details: Are you interested in Strategy, Planning and Policy? If so, then this could be the role for you.

The Director Strategy, Planning and Policy works closely with the Senior Director Strategy, Planning and Policy and a small team to develop the Public Transport Strategy, supporting policies and plans, as well as monitor public transport performance. The Director Strategy, Planning and Policy plans, co-ordinates and delivers detailed, complex, technical and sensitive projects that impact on and align with strategic or operational outcomes for Transport Canberra, such as the transition to zero emission public transport and other high-profile projects. The Director Strategy, Planning and Policy leads the development and implementation of transport related policies, planning advice and budget proposals, across the Transport Canberra portfolio, using end-to-end design thinking and focused on user experience.

The Director Strategy, Planning and Policy assists the Senior Director and other Transport Canberra executive in maintaining key stakeholder relationships across the Territory, resolves issues and delivers quality outcomes consistent with the strategic direction of Transport Canberra. Experience in, or knowledge of, government processes including policy and project development and budget proposals is highly desirable.

Eligibility/Other Requirements:

Tertiary level qualifications in business, economics, commerce, planning, policy or a related discipline is highly desirable.

Experience in a transport or infrastructure environment is highly desirable.

Note: This is a temporary position available immediately for 3 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. This position is located in a designated Activity Based Working (ABW) environment. ABW is a transformation in 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.

The Planning and Delivery Branch operates in a hybrid working environment, providing employees with the opportunity to split their working hours between home and office. To foster an environment of collaboration, information sharing and building connections, we ask that staff commit to working a minimum of 20% of their weekly hours from the office.

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.

City Services

Roads ACT

Environment And Utilities

Asset Inspector

Infrastructure Officer 1 \$75,792 - \$89,551, Canberra (PN: 03138)

Gazetted: 24 November 2023

Closing Date: 8 December 2023

Details: Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, stormwater system, bridges, carpark facilities, traffic signals, streetlights, and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community.

This position will deliver a range of infrastructure maintenance activities, primarily asset inspection. This role will be required to comply with administration systems, quality standards, Work Health Safety, and environmental requirements for the assigned maintenance activities. The position is responsible for delivering reasonable productivity and efficiency.

The successful candidate will exhibit significant technical expertise and experience across civil infrastructure maintenance and inspection. The position will provide advice on maintenance requirements and supervise maintenance delivery outcomes.

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

Eligibility/Other Requirements:

Professional / Technical Skills and Knowledge:

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

Hold a relevant building degree; or

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

Compliance Requirements / Qualifications:

Permanent resident of Australia.

Driver's licence (C-Class) is essential.

Bridge Inspection Levels 1 & 2 qualifications highly desirable.

Implement traffic control plans highly desirable.

General Construction Induction/White Card highly desirable.

Asbestos Awareness highly desirable.

This position requires a pre-employment medical.

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

Note: This is a temporary position available immediately until 31 October 2024.

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

How to Apply: Applications are sought from potential candidates and should include:

A supporting statement of no more than two pages outlining experience and/or ability and addressing the Selection Criteria section of the attached Position Description, emphasising Professional / Technical Skills and Knowledge and Compliance Requirements / Qualifications listed above.

Contact details of two referees.

A current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: RobertJ Allen (02) 6205 2498 RobertJ.Allen@act.gov.au

City Services

City Presentation

Place Management

Leading Hand - Temporary Traffic Management Coordinator

General Service Officer Level 7 \$70,205 - \$74,037, Canberra (PN: 62001)

Gazetted: 24 November 2023

Closing Date: 15 December 2023

Details: Do you enjoy working in a supportive team environment?

Do you have a passion for safety and looking for ways to improve?

Transport Canberra and City Services are seeking a highly motivated individual to join our specialised traffic control team.

You will be well equipped with high quality tools, offered competitive pay and great working conditions along with a nine day fortnight work arrangement.

You will be a leader in our business and will provide temporary traffic management advice and implementation to our field crews who undertake mowing and other maintenance activities (litter picking, weed control etc.) This role is a new position and we encourage those who have experience working in traffic control to apply for this exciting opportunity in the ACT Government.

Please refer to the attached Position Description for more details and contact the Contact Officer to discuss more 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.

Eligibility/ Other Requirements

Driver's licence C is essential. A MR truck licence is preferred

Traffic Management Implementer qualifications

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

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

Silica Awareness Card or willingness to obtain

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

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

Selection may be based on application and referee reports only.

How to apply: Please provide a written response to the Selection Criteria found in the attached Position Description and outline your experience and/or ability. Maximum of three pages.

Contact details of two referees and a current curriculum vitae.

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: Daniel Simpson 0434924660 Daniel.Simpson@act.gov.au

City Services**Roads ACT****Environment and Utilities****Asset Officer - Bridges****Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 27798)**

Gazetted: 24 November 2023

Closing Date: 22 December 2023

Details: Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, stormwater system, bridges, carpark facilities, traffic signals, streetlights, and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community.

This position will coordinate the planning and delivery of a range of infrastructure maintenance programs and projects. This position will have responsibility for administration, productivity and efficiency, quality standards, Work Health Safety and environmental requirements for the assigned maintenance projects. As a leader within TCCS, this role requires a person who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a value-based leadership style.

The successful candidate will exhibit significant technical expertise and experience across civil infrastructure maintenance and inspection. The position will provide advice on maintenance requirements and supervise maintenance delivery outcomes.

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

Eligibility/Other Requirements:

Permanent Resident and/or Citizen of Australia.

Driver's licence (Class C) is essential.

General Construction Induction/White Card is essential.

Bridge Inspection Levels 1 & 2 qualifications are highly desirable.

Tertiary qualifications in engineering and/or relevant infrastructure disciplines is desirable.

Proficient using Microsoft Office Suite programs is highly desirable.

Implement traffic control plans (desirable or an ability to gain within three months of engagement.)

This position does require a pre-employment medical.

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

How to Apply: A supporting statement of no more than two pages outlining experience addressing the "Selection Criteria" in the attached Position Description, contact details of two referees and a current curriculum vitae

Applications should be submitted via the Apply Now button below.

Contact Officer: RobertJ Allen (02) 6207 2736 RobertJ.Allen@act.gov.au

APPOINTMENTS**ACT Health****Registered Nurse Level 2 \$100,957 - \$107,000**

Felicity Greenville, Section 68(1), 28 November 2023

Canberra Health Services**Specialist/Senior Specialist, \$188,151 - \$254,198**

Dr Josh Griffin, Section 68(1), 04 December 2023

Specialist/Senior Specialist, \$188,151 - \$254,198

Dr Morton NEVE, Section 68(1), 27 November 2023

Specialist /Senior Specialist, \$188,151 - \$254,198

Dr Yam Hong (Alfred) WONG, Section 68(1), 01 December 2023

Specialist/Senior Specialist, \$188,151 - \$254,198

Dr Fabiola MARTIN, Section 68(1), 27 November 2023

Registered Nurse 1 (\$72,698 - \$97,112)

Jyotsana Pandey, North Canberra Hospital, Section 68(1), 4 December 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Dr Shahila Perveen ASLAM, Section 68(1), 15 January 2024

Administrative Services Officer Class 3 \$71,139 - \$76,427

Rafia Adil, Section 68(1), 30 November 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Bianca Anthes, Section 68(1), 10 November 2023

Registered Nurse Level 3.1 \$115,743 - \$120,506

Annie Carmody, Section 68(1), 23 November 2023

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

Pilar Christis, Section 68(1), 17 November 2023

Health Professional Level 2 \$70,679 - \$97,028

Chris Neil Cleaver, Section 68(1), 10 November 2023

Radiation Therapist Level 2 \$73,662 - \$101,811

Eliza Conallin, Section 68(1), 4 December 2023

Administrative Services Officer Class 2 \$62,994 - \$69,376

Kabiraj Dahal, Section 68(1), 22 November 2023

Administrative Services Officer Class 2/3 \$62,994 - \$76,427

Yeshey Dema, Section 68(1), 10 November 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Anelane Depalog, Section 68(1), 27 November 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Caroline Fehringer, Section 68(1), 27 November 2023

Infrastructure Officer 4 \$136,524 - \$155,109

Raffaele Filardo, Section 68(1), 10 November 2023

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Samuel Hammer, Section 68(1), 10 November 2023

Health Professional Level 2 \$70,679 - \$97,028

Deborah Kable, Section 68(1), 22 November 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Ranjana Khadka, Section 68(1), 30 November 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Dhanvi Khandelwal, Section 68(1), 27 November 2023

Health Service Officer Level 5 \$60,182 - \$63,169

Caleb Lanivia, Section 68(1), 22 October 2023

Health Professional Level 2 \$70,679 - \$97,028

Jungsoo Lim, Section 68(1), 10 November 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Ranjita Magar, Section 68(1), 23 November 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Dona Mahagedarawatta, Section 68(1), 30 November 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Victoria Mcpherson, Section 68(1), 10 November 2023

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

Camilla Mead, Section 68(1), 4 December 2023

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

Maeve Kathryn O'Brien, Section 68(1), 15 November 2023

Technical Officer Level 1 \$62,599 - \$65,631

Mark Ordillano, Section 68(1), 21 November 2023

Administrative Services Officer Class 4 \$78,785 - \$85,159

Ayesha Pang, Section 68(1), 10 November 2023

Health Professional Level 2 \$70,679 - \$97,028

Heshani Siriwardana, Section 68(1), 15 November 2023

Health Professional Level 2 \$70,679 - \$97,028

Alex Turner, Section 68(1), 10 November 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Arvy Villanueva, Section 68(1), 27 November 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Jenny Wagener, Section 68(1), 10 November 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Cheki Wangmo, Section 68(1), 4 December 2023

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

Tanika Wickham, Section 68(1), 15 November 2023

Canberra Institute of Technology**Teacher Level 1 \$80,673 - \$107,642**

Andrew Buck, Section 68(1), 22 November 2023

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)

Salina Chowdhury, Section 68(1), 10 November 2023

Teacher Level 1 \$80,673 - \$107,642

Mathew Wells, Section 68(1), 24 November 2023

Chief Minister, Treasury and Economic Development**Research Officer Grade 1 \$64,606 - \$76,427**

Blake Askelin, Section 68(1), 10 November 2023

Administrative Services Officer Class 5 \$87,364 - \$92,370

Mahalia Chadwick, Section 68(1), 27 November 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Ashleigh Went, Section 68(1), 27 November 2023

Community Services**Senior Officer Grade C \$117,845 - \$126,715**

Julie Guest, Section 68(1), 23 November 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Ashlee Kukas, Section 68(1), 27 November 2023

Cultural Facilities Corporation**Senior Officer Grade A \$157,201 - \$157,201**

Sitong Lu, Section 68(1), 5 December 2023

General Service Officer Level 8 \$ 74,765 - \$77,593

Robert Mills Section 68(1), 23 October 2023

Administrative Services Officer Class 3 - \$68,685 - \$73,920

Karen Heyer, Section 68(1), 5 December 2023

Education**Senior Officer Grade C \$117,845 - \$126,715**

Claire Cameron, Section 68(1), 24 November 2023

Classroom Teacher \$75,004 - \$117,538

Pavlina Dimitrova, Section 68(1), 22 November 2023

Classroom Teacher \$75,004 - \$117,538

Jacob Thornton, Section 68(1), 20 November 2023

Classroom Teacher \$75,004 - \$117,538

Luyao Wang, Section 68(1), 20 November 2023

School Assistant 2/3 \$53,566 - \$64,989

Christine Cotter, Section 68(1), 28 November 2023

School Assistant 3 \$60,493 - \$64,989

Yuan Gao, Section 68(1), 28 November 2023

School Assistant 2/3 \$53,566 - \$64,989

Joanna Holt, Section 68(1), 29 November 2023

School Assistant 2/3 \$53,566 - \$64,989

Roxanne Horne, Section 68(1), 28 November 2023

School Assistant 2/3 \$53,566 - \$64,989

Sima Kar, Section 68(1), 28 November 2023

School Assistant 4 \$72,353 - \$78,207

Justin Sikimeti, Section 68(1), 29 November 2023

Justice and Community Safety**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Jie Gu, Section 68(1), 27 November 2023

Senior Officer Grade C \$117,845 - \$126,715

Anne MacDuff, Section 68(1), 27 November 2023

Major Projects Canberra**Infrastructure Manager/Specialist 1 \$175,124**

Benjamin Donaldson, Section 68(1), 27 November 2023

Transport Canberra and City Services**General Service Officer Level 5/6 \$62,078 - \$68,143**

Julene Young: 88221536, Section 68 (1), 08 November 2023

Bus Operator - Training \$74,582

Brooke Alchin-Bardsley, Section 68(1), 27 November 2023

Bus Operator - Training \$74,582

Jeffery Bailey, Section 68(1), 11 November 2023

Bus Operator - Training \$74,582

Matthew Bradley, Section 68(1), 25 November 2023

Capital Linen Service Band 9 \$138,476 - \$155,669

Damian Foley, Section 68(1), 24 November 2023

Bus Operator - Training \$74,582

Joshua Hilli, Section 68(1), 25 November 2023

Bus Operator - Training \$74,582

Martin Hinterschuster, Section 68(1), 25 November 2023

Bus Operator - Training \$74,582

Mark Middleton, Section 68(1), 25 November 2023

Bus Operator - Training \$74,582

Inderjit Singh, Section 68(1), 25 November 2023

General Service Officer Level 3/4 \$56,173 - \$61,181

Linton Snowden, Section 68(1), 23 November 2023

TRANSFERS**Canberra Health Services****Obiamaka Okafor**

From: Registered Nurse Level 1 \$75,522

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 38664) (Gazetted 28 September 2023)

Pem Zam

From: Health Professional Level 1 \$71,139 - \$76,427

Canberra Health Services

To: Health Professional Level 1 \$66,285 - \$86,842

Canberra Health Services, Canberra (PN. 62728) (Gazetted 14 September 2023)

Chief Minister, Treasury and Economic Development**Brooke Grey**

From: Senior Officer Grade A \$160,541

Office of the Work Health & Safety Commission

To: Senior Officer Grade A \$160,541

Chief Minister, Treasury and Economic Development, Canberra (PN:17465) (Gazetted 31 August 2023)

Community Services**Nicolee Dempsey-Jones**

From: Administrative Services Officer Class 6 98,744

Community Services

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Community Services, Canberra (PN. 53733) (Gazetted 21 August 2023)

Cultural Facilities Corporation**Elysia Fisher**

From: Administrative Services Officer Class 4 - \$76,255 - \$82,566

Old Agency] Cultural Facilities Corporation – Canberra Theatre Centre

To: Administrative Services Officer Class 4 - \$76,255 - \$82,566

[Cultural Facilities Corporation – Facilities Operations and Capital Works], (PN 1202 Facilities Officer, Contracts Administration and Compliance Record) (Gazetted 6 November 2023)

Environment, Planning and Sustainable Development**Samuel Byrne**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Environment and Planning, Canberra (PN:50588) (Gazetted 5 October 2023)

Justice and Community Safety**Julian Hicks**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Justice and Community Safety, Canberra (PN. 45616) (Gazetted 4 October 2023)

Patrick Turner

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Justice and Community Safety

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Justice and Community Safety, Canberra (PN. 43038) (Gazetted 25 August 2023)

PROMOTIONS**ACT Health****Population Health****Health Protection Service****Environmental Health****Georgette De Guzman**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

ACT Health

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

ACT Health, Canberra (PN. 63750) (Gazetted 18 August 2023)

ACT Long Service Leave Authority**Executive****Cassandra Webeck**

From: Senior Officer Grade B \$138,476 - \$155,668

ACT Long Service Leave Authority

To: †Senior Officer Grade A \$160,541

ACT Long Service Leave Authority, Canberra (PN. 00410) (Gazetted 30 June 2023)

Canberra Health Services**Jordan Leitch**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Shared Services

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

North Canberra Hospital, Canberra (PN. LP6957) (Gazetted 15 September 2023)

Sophie Anderson

From: Registered Nurse Level 1 \$72,698 - \$97,112

North Canberra Hospital

To: Registered Nurse Level 2 \$100,957 - \$107,000

North Canberra Hospital, Canberra (PN. LP8302) (Gazetted 6 October 2023)

Aaron Davis

From: Registered Nurse Level 1 \$72,698 - \$97,112

North Canberra Hospital

To: Registered Nurse Level 2 \$100,957 - \$107,000

North Canberra Hospital, Canberra (PN. LP8302) (Gazetted 6 October 2023)

Alysha Griffin

From: Registered Nurse Level 1 \$72,698 - \$97,112

North Canberra Hospital

To: Registered Nurse Level 2 \$100,957 - \$107,000

North Canberra Hospital, Canberra (PN. LP8302) (Gazetted 6 October 2023)

Samantha Boxsell

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. 59167) (Gazetted 5 July 2023)

Fatmata Daramy

From: Registered Nurse Level 1 \$72,698 - \$97,112

Calvary Public Hospital Bruce

To: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 41007) (Gazetted 27 October 2023)

Rasidat Dauda

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. 63824) (Gazetted 27 October 2023)

Denka Denka

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. 40031) (Gazetted 28 August 2023)

Fatmata Fofanah

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. 63823) (Gazetted 27 October 2023)

Beulah Jayasinghe

From: Administrative Services Officer Class 2/3 \$62,994 - \$76,427
Canberra Health Services
To: Administrative Services Officer Class 4 \$78,785 - \$85,159
Canberra Health Services, Canberra (PN. 14241) (Gazetted 4 September 2023)

Jacqlin John

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. 63822) (Gazetted 27 October 2023)

Bibin Joy

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. 37275) (Gazetted 27 October 2023)

Akvinder Kaur

From: Registered Nurse Level 1 \$72,698 - \$97,112
Canberra Health Services
To: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 40035) (Gazetted 22 August 2023)

Chief Operating Officer**Data Analytics and Dash Report****Mehdi Neshat**

From: Graduate Administrative Assistant \$80,535 - \$82,894
Canberra Health Services
To: Administrative Services Officer Class 5 \$87,364 - \$92,370
Canberra Health Services, Canberra (PN. 59282) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Administrative and Related Classifications Enterprise Agreement 2023-2026

Jack O'Brien

From: Administrative Services Officer Class 2/3 \$62,994 - \$76,427

Canberra Health Services

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Health Services, Canberra (PN. 13551) (Gazetted 12 May 2023)

Chief Executive Officer

Medical Services

Imaging

Conan Purugganan

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. 01291) (Gazetted 22 August 2023)

Leah Robinson

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

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 27580) (Gazetted 3 October 2023)

Shiela Sander

From: Registered Nurse Level 1 \$72,698 - \$97,112

Calvary Public Hospital Bruce

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 37503) (Gazetted 27 November 2023)

Clinical Services

Medicine

Clinical

Joschka Strahan

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. 29529) (Gazetted 21 March 2023)

Marko Tancheski

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. 33905) (Gazetted 19 October 2023)

Medical services

Martin Tumamak

From: Technical Officer Level 1 \$62,599 - \$65,631

Canberra Health Services

To: Technical Officer Level 2 \$67,760 - \$77,593

Canberra Health Services, Canberra (PN. 48390) (Gazetted 25 September 2023)

Medical Services

Executive Director of Medical Services

Medical Library

Elizabeth Walker

From: Professional Officer Class 2 \$91,315 - \$104,509

Canberra Health Services

To: †Senior Professional Officer Grade C \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 26259) (Gazetted 18 September 2023)

Infrastructure & Health Support Services (IHSS)

Infrastructure & Health Support Services**Karen Warner**

From: Senior Officer Grade C \$117,845 - \$126,715

Canberra Health Services

To: †Senior Officer Grade B \$138,476 - \$155,668

Canberra Health Services, Canberra (PN. 44668) (Gazetted 30 November 2023)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General

Canberra Institute of Technology**Strategic Finance and Transformation****Financial Services****Ildiko Lee**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Canberra Institute of Technology

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Canberra Institute of Technology, Canberra (PN. 61868) (Gazetted 17 October 2023)

Chief Minister, Treasury and Economic Development**Access Canberra****Construction Utilities and Environment Protection****Rapid Regulatory Response Team****Ami Acharya**

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 56846) (Gazetted 11 September 2023)

Payroll & HR Systems**Payroll Services****Shaun Ashcroft**

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. 09387) (Gazetted 8 March 2023)

Access Canberra**Service Delivery and Engagement****Service Centres****Kerry Bayliss**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$87,364 - \$92,370

Chief Minister, Treasury and Economic Development, Canberra (PN. 38398) (Gazetted 24 March 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

DDTS**Design and Strategy****Design and Experiences****Grace Blake**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$117,845 - \$126,715
Chief Minister, Treasury and Economic Development, Canberra (PN. 62071) (Gazetted 25 July 2023)

Payroll & HR Systems

Payroll Services

Elsbeth Calcraft

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. 09385) (Gazetted 8 March 2023)

Economic and Financial Group, Treasury

Insurance Branch

Yanxin He

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN. 54871) (Gazetted 17 October 2023)

Access Canberra

Service Delivery and Engagement

Resolution and Support Team

Keenan Jackson

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Chief Minister, Treasury and Economic Development, Canberra (PN. 20047) (Gazetted 7 February 2023)

Office of Industrial Relations and Workforce Strategy

Public Sector Employment, Workforce Governance and Recruitment

Brian Lawless

From: Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$138,476 - \$155,668

Chief Minister, Treasury and Economic Development, Canberra (PN. 51694) (Gazetted 5 October 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.

Digital, Data and Technology Solutions

Customer Engagement Services

Communication and Customer Experience

Anna Miliauskas

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN. 51919) (Gazetted 6 October 2023)

Economic Development

Business and Innovation

Industry and Key Sectors

Anneliese Morgan

From: Senior Officer Grade B \$138,476 - \$155,668

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$160,541

Chief Minister, Treasury and Economic Development, Canberra (PN. 54206) (Gazetted 8 May 2023)

Access Canberra**Licensing and Registration****Giancarlo Nasca**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN. 11704) (Gazetted 25 August 2023)

Payroll & HR Systems**Payroll Services****Erin Thompson**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development, Canberra (PN. 09363) (Gazetted 8 March 2023)

Community Services**Corporate****Finance****Finance and Budget****Madhumitha Elangovan**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Community Services

To: †Administrative Services Officer Class 5 \$87,364 - \$92,370

Community Services, Canberra (PN. 63650) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Corporate**Business Transformation and Systems****Business Transformation****Ahmed Farooq**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Community Services

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Community Services, Canberra (PN. 57116) (Gazetted 26 October 2023)

Strategic Policy**Office for Aboriginal and Torres Strait Islander Affairs****James Hayes**

From: Senior Officer Grade C \$117,845 - \$126,715

Community Services

To: †Senior Officer Grade C \$117,845 - \$126,715

Community Services, Canberra (PN. 63668) (Gazetted 7 December 2023)

Corporate**People, Capability and Culture****Workforce Management****Mahdi Jafari**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Community Services

To: †Administrative Services Officer Class 5 \$87,364 - \$92,370

Community Services, Canberra (PN. 41262) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Strategic Policy**Commissioning, Policy and Service Design**

Human Services Policy**Madeline Lilly-Howe**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Community Services

To: †Administrative Services Officer Class 5 \$87,364 - \$92,370

Community Services, Canberra (PN. 54035) (Gazetted 8 August 0988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Housing ACT**Housing and Homelessness Programs****Housing and Homelessness, Strategy and Policy****Hamish McNeice**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Community Services

To: †Administrative Services Officer Class 5 \$87,364 - \$92,370

Community Services, Canberra (PN. 63773) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Communities**Disability, Seniors and Veterans****Social Recovery****Shohei Taniguchi**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Community Services

To: †Administrative Services Officer Class 5 \$87,364 - \$92,370

Community Services, Canberra (PN. 61328) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Corporate**Governance****Freedom of Information and Legal Coordination****Carly Van Den Bulk**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$117,845 - \$126,715

Community Services, Canberra (PN. 24173) (Gazetted 7 August 2023)

Education**People and Performance****Tuggeranong****Mark Armstrong**

From: School Leader C \$135,383

Education

To: †School Leader B \$157,341

Education, Canberra (PN. 63433) (Gazetted 2 November 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**People and Performance****People Capability****Julijana Jakovceska**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Education

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Education, Canberra (PN. 43071) (Gazetted 30 January 2023)

Environment, Planning and Sustainable Development**Statutory Planning****Office of the Surveyor-General and Land Information**

Amanda Putri

From: Technical Officer Level 2 \$67,760 - \$77,593

Environment, Planning and Sustainable Development

To: Technical Officer Level 4 \$91,315 - \$104,509

Environment and Planning, Canberra (PN. 13614) (Gazetted 30 November 2023)

Climate Change and Energy**Climate Change and Energy Policy****Climate Change Policy****Claire Avery-Jones**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Environment, Planning and Sustainable Development

To: †Administrative Services Officer Class 5 \$87,364 - \$92,370

Environment, Planning and Sustainable Development, Canberra (PN. 63825) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Corporate Service and Operations**Finance Information and Assets****Sebastian Davis**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Environment, Planning and Sustainable Development

To: †Administrative Services Officer Class 5 \$87,364 - \$92,370

Environment, Planning and Sustainable Development, Canberra (PN. 63713) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Development and Implementation**Infrastructure Planning****Civil Infrastructure****Asaduzzaman Khan**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Environment, Planning and Sustainable Development

To: †Administrative Services Officer Class 5 \$87,364 - \$92,370

Environment, Planning and Sustainable Development, Canberra (PN. 63804) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Climate Change and Energy**Climate Change and Energy Programs****Zero Emission Vehicles****Jadviga Kobryn-Coletti**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Environment, Planning and Sustainable Development

To: †Administrative Services Officer Class 5 \$87,364 - \$92,370

Environment, Planning and Sustainable Development, Canberra (PN. 49767) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Corporate Services and Operations**People and Capability****Workplace Relations, Safety and Wellbeing****Trent Krew**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Environment, Planning and Sustainable Development

To: †Administrative Services Officer Class 5 \$87,364 - \$92,370
 Environment, Planning and Sustainable Development, Canberra (PN. 63714) (Gazetted 8 August 1988)
 This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Climate Change and Energy
Climate Change and Energy Policy

Jack Stodart

From: Administrative Services Officer Class 4/5 \$78,785 - \$92,370
 Environment, Planning and Sustainable Development
 To: †Administrative Services Officer Class 5 \$87,364 - \$92,370
 Environment, Planning and Sustainable Development, Canberra (PN. 38741) (Gazetted 8 August 1988)
 This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Kanak Savtale

From: Graduate Administrative Assistant \$80,535 - \$82,894
 Chief Minister, Treasury and Economic Development
 To: Administrative Services Officer Class 5 \$87,364 - \$92,370
 Independent Competition and Regulatory Commission, Canberra (PN. P33070) (Gazetted 8 August 1988)
 This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Justice and Community Safety

Amber Millar

ACT Courts and Tribunal

ACT Civil and Administrative Tribunal

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:45302) (Gazetted 27 September 2023)

Stephen Huntley

Security and Emergency Management

Emergency Management

From: Senior Officer Grade C \$117,845 - \$126,715
 Justice and Community Safety
 To: Senior Officer Grade B \$138,476 - \$155,668
 Justice and Community Safety, Canberra (PN:62400) (Gazetted 02 August 2023)

ACT Corrective Services

Custodial Operations

Ryan Cave

From: Correctional Officer Class 1 \$69,433 - \$82,797
 Justice and Community Safety
 To: Correctional Officer Class 2 \$86,814 - \$92,996
 Justice and Community Safety, Canberra (PN. 35370) (Gazetted 2 November 2023)

Legislation Policy and Programs

Governance and Business Support

Jamahl Clout-Murphy

Clout - Murphy

From: Graduate Administrative Assistant \$80,535 - \$82,894
 Justice and Community Safety
 To: †Administrative Services Officer Class 5 \$87,364 - \$92,370
 Justice and Community Safety, Canberra (PN. 63642) (Gazetted 8 August 1988)
 This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Corporate

Communication and Engagement**Oliver Herzog**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Justice and Community Safety

To: †Administrative Services Officer Class 5 \$87,364 - \$92,370

Justice and Community Safety, Canberra (PN. 45830) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Corporate**Capital Works & Infrastructure****Kristijan Ivancic**

From: Infrastructure Officer 2 \$91,428 - \$105,186

Transport Canberra and City Services

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Justice and Community Safety, Canberra (PN. 51194) (Gazetted 25 August 2023)

ACT Corrective Services**Corporate Services****Finance and Business Services Unit****Hongyi Ji**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Justice and Community Safety

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Justice and Community Safety, Canberra (PN. 44667) (Gazetted 6 December 2022)

Corporate**Strategic Finance****Benjamin Lethborg**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Justice and Community Safety

To: †Administrative Services Officer Class 5 \$87,364 - \$92,370

Justice and Community Safety, Canberra (PN. 42688) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

ACT Government Solicitor**Legal Practice****Aditi Mohindra**

From: Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety

To: †Government Solicitor 3 \$159,186 - \$180,081

Justice and Community Safety, Canberra (PN. 12585) (Gazetted 20 August 2022)

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

From: Senior Officer Grade C \$117,845 - \$126,715

Justice and Community Safety

To: †Senior Officer Grade B \$138,476 - \$155,668

Justice and Community Safety, Canberra (PN. 49961) (Gazetted 31 May 2023)

ACT Government Solicitor**Legal Practice****Jessica Payne**

From: Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety

To: †Government Solicitor 3 \$159,186 - \$180,081

Justice and Community Safety, Canberra (PN. 57976) (Gazetted 10 August 2022)

ACT Government Solicitor

Legal Practice

Emma Sherman

From: Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety

To: †Government Solicitor 3 \$159,186 - \$180,081

Justice and Community Safety, Canberra (PN. 48990) (Gazetted 10 August 2022)

Legislation, Policy and Programs

Civil and Regulatory Law

Kimberley Slapp

From: Graduate Administrative Assistant \$80,535 - \$82,894

Justice and Community Safety

To: †Administrative Services Officer Class 5 \$87,364 - \$92,370

Justice and Community Safety, Canberra (PN. 54211) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

ACT Government Solicitor

Legal Practice

John Stuart

From: Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety

To: †Government Solicitor 3 \$159,186 - \$180,081

Justice and Community Safety, Canberra (PN. 48989) (Gazetted 20 August 2022)

ACT Corrective Services

Custodial Operations

Andrew Wells

From: Correctional Officer Class 1 \$69,433 - \$82,797

Justice and Community Safety

To: Correctional Officer Class 2 \$86,814 - \$92,996

Justice and Community Safety, Canberra (PN. 35365) (Gazetted 2 November 2023)

Major Projects Canberra

CIT Woden Project

Sunshine English

From: Graduate Administrative Assistant \$80,535 - \$82,894

Major Projects Canberra

To: †Infrastructure Officer 1 \$75,792 - \$89,551

Major Projects Canberra, Canberra (PN. 63478) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Infrastructure Delivery Partners

Civil Project Management

Yingying Guo

From: Graduate Administrative Assistant \$80,535 - \$82,894

Major Projects Canberra

To: †Infrastructure Officer 1 \$75,792 - \$89,551

Major Projects Canberra, Canberra (PN. 63483) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

SPIRE Project

Chen Han

From: Graduate Administrative Assistant \$80,535 - \$82,894

Major Projects Canberra

To: †Infrastructure Officer 1 \$75,792 - \$89,551

Major Projects Canberra, Canberra (PN. P63482) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Infrastructure Delivery Partners**Commercial Project Management****Marley Jackson**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Major Projects Canberra

To: †Infrastructure Officer 1 \$75,792 - \$89,551

Major Projects Canberra, Canberra (PN. 63476) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Light Rail**Planning****Michael Loo**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Major Projects Canberra

To: †Infrastructure Officer 1 \$75,792 - \$89,551

Major Projects Canberra, Canberra (PN. 63479) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

SPIRE Project**Jack Mckay**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Major Projects Canberra

To: †Administrative Services Officer Class 5 \$87,364 - \$92,370

Major Projects Canberra, Canberra (PN. 63484) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Project Development & Support**Finance****Andong Ren**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Major Projects Canberra

To: †Administrative Services Officer Class 5 \$87,364 - \$92,370

Major Projects Canberra, Canberra (PN. 63481) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Infrastructure Delivery Partners**Civil Project Management****Elissa Rice**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Major Projects Canberra

To: †Infrastructure Officer 1 \$75,792 - \$89,551

Major Projects Canberra, Canberra (PN. 63511) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Light Rail**Planning****Nikolas Stefek**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Major Projects Canberra

To: †Infrastructure Officer 1 \$75,792 - \$89,551

Major Projects Canberra, Canberra (PN. 63477) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

SPIRE**Project Management****Susan Wright**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Health Services

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Major Projects Canberra, Canberra (PN. 45648) (Gazetted 21 June 2023)

Project Development and Support**Communication and Engagement****Corporate Communications****Alexander Young**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Major Projects Canberra

To: †Administrative Services Officer Class 5 \$87,364 - \$92,370

Major Projects Canberra, Canberra (PN. 63480) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Light Rail**Project Management****Yaobin Zhong**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Major Projects Canberra

To: †Infrastructure Officer 1 \$75,792 - \$89,551

Major Projects Canberra, Canberra (PN. 63485) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Transport Canberra and City Services**City Services****City Services****Infrastructure Planning/Asset and Data Integration****Cynthia Benjamin**

From: Technical Officer Level 2 \$67,760 - \$77,593

Transport Canberra and City Services

To: Technical Officer Level 3 \$79,105 - \$89,398

Transport Canberra and City Services, Canberra (PN. 14227) (Gazetted 23 August 2023)

City Services**City Presentation****Urban Treescapes****Ruzica Dojic**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Transport Canberra and City Services, Canberra (PN. 62830) (Gazetted 26 September 2023)

Transport Canberra and Business Services**Transport Canberra****Planning and Delivery - Procurement & Strategic Assets****Douglas Fraser**

From: Technical Officer Level 2 \$67,760 - \$77,593

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Transport Canberra and City Services, Canberra (PN. 47379) (Gazetted 18 September 2023)

Transport Canberra and Business Services**Strategy Policy and Programs****Transport Policy and Regulation****Keat Kua**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Transport Canberra and City Services, Canberra (PN. 48199) (Gazetted 24 August 2023)

City Services**ROADS ACT****Road and Path Network****Neil Phillips**

From: General Service Officer Level 3/4 \$56,173 - \$61,181

Transport Canberra and City Services

To: †Infrastructure Officer 1 \$75,792 - \$89,551

Transport Canberra and City Services, Canberra (PN. 26334) (Gazetted 14 August 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Chief Operating Officer**Finance****External Budgets and Reporting****YUQI QIU**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$117,845 - \$126,715

Transport Canberra and City Services, Canberra (PN. 36522) (Gazetted 18 September 2023)

Chief Operating Officer Group**Governance and Ministerial Services Branch****Sustainability, Facilities and Fleet Unit****Satinder Sahota**

From: Senior Officer Grade C \$117,845 - \$126,715

Transport Canberra and City Services

To: †Senior Officer Grade B \$138,476 - \$155,668

Transport Canberra and City Services, Canberra (PN. 19748) (Gazetted 12 October 2023)

Worksafe ACT**Worksafe****Strategy, Compensation and Licensing****Keat Kua**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Worksafe ACT, Canberra (PN. 62617) (Gazetted 24 August 2023)