



ACT Government Gazette
Gazetted Notices for the week beginning 08 July 2021

VACANCIES

ACT Government Executive

Minister Cheyne's Office

Office Manager

Adviser Level 1 (lower) \$70,206 - \$73,698 , Canberra (PN: 52532)

Gazetted: 12 July 2021

Closing Date: 26 July 2021

Details: The Office of Minister Tara Cheyne has a vacancy for a part time (three days per week) Office Manager. This position is primarily responsible for the smooth management of Minister's Office with a primary focus on diary and schedule management, effective office systems with high quality service to stakeholders and the community. The applicant will need to demonstrate experience in office administration and an ability to effectively write and communicate on a range of issues. The position requires self-management but works to ongoing deadlines. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Applicants will need to demonstrate:

- A keen interest in achieving good social outcomes for our community
- Strong office administration skills.
- Excellent written, oral and interpersonal and relationship management skills.
- Capacity to work independently, meet deadlines and work under pressure.
- Proficiency in Microsoft Office products.

Note: This position is part-time at 22:03 hours per week and the full-time salary noted above will be pro-rata.

How to Apply: A one page Expression of Interest and a curriculum vitae, Application Coversheet and contact details of two referees, should be sent to joe.saunders@act.gov.au by COB 26 July 2021

Contact Officer: Joe Saunders (02) 6205 2798 Joe.Saunders@act.gov.au

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>

Public Health Protection and Regulation

Health Protection Service

Pharmaceutical Services Section

Canberra Script Change and Adoption -Support Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 51620)

Gazetted: 13 July 2021

Closing Date: 25 July 2021

Details: ACT Health promotes the safe use of medicines in the ACT including by regulating controlled medicines prescribing and supply in the ACT, in the interest of minimising the risks associated with their abuse, misuse and diversion.

ACT Health is developing an online, real time prescription monitoring system, called Canberra Script, to assist health professionals who prescribe or dispense monitored medicines for their consumers.

We are looking for a dynamic team player who is a strong communicator and is able to build and maintain a professional relationship with internal and external stakeholders. This is a fast-paced role that will suit people who are comfortable with implementing change in a health context.

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 highly encouraged to apply.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

Desirable

Knowledge and experience with health care or government business systems.

Health care business information system qualifications or experience.

Knowledge and experience working within a government regulatory agency.

Notes: This is a temporary project based position available immediately for a period of 12 months with possibility of extension. This is a fulltime position but may be offered on a part-time basis, depending on the project work and resourcing requirements. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If you are interested in joining this exciting team, you can apply by providing a written statement of no more than three pages addressing the Selection Criteria, plus a curriculum vitae including the contact details for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mithun Alexander 0401 656 501 mithun.alexander@act.gov.au

Ministerial and Government Services Coordination Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 39690, several)

Gazetted: 14 July 2021

Closing Date: 28 July 2021

Details: ACT Health Directorate is seeking Ministerial and Government Service Officers who will be responsible for the management, co-ordination and submission of ministerials, executive correspondence and government business matters (Cabinet and ACT Legislative Assembly) within ACT Health Directorate.

The successful applicant will provide strategic and timely advice to key stakeholders on ministerial functions including but not limited to Cabinet business as well as relevant Legislative Assembly and policy issues. This includes application of relevant guidelines in preparation of Assembly and Cabinet documentation. They will also have strong communication skills and sound attention to detail.

The successful applicant will be expected to work effectively in a busy environment with demonstrated ability to set priorities and manage a diverse range of duties.

Eligibility/Other Requirements: A comprehensive knowledge, or experience with Cabinet and ACT Legislative Assembly processes, machinery of Government matters and the operations of the ACT Health Directorate would be an advantage.

Notes: This is temporary vacancies for six months with a possible extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Written applications are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and abilities that address the Selection Criteria, and a current curriculum vitae with two referee contacts.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chadia Rad (02) 5124 6216 Chadia.Rad@act.gov.au

Office of the Director-General

Communications and Government Relations

Ministerial and Government Services

Directorate Liaison Officer

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 24807)

Gazetted: 13 July 2021

Closing Date: 27 July 2021

Details: The Directorate Liaison Officer provides a key link between the ACT Health Directorate and the health Ministers' Offices by facilitating the flow of information and providing assistance and advice in matters relating to the work of the Directorate, the ACT Legislative Assembly and Cabinet. The successful applicant will have a proven ability to build and maintain collaborative relationships, including the ability to actively manage up, excellent problem solving skills and sound judgement. They will also have strong communication skills and sound attention to detail. This is a unique opportunity for a high performing individual to work in a ministerial office and make a significant contribution to fostering a positive relationship between the ACT Health Directorate and the health Ministers' Offices.

Eligibility/Other Requirements: Knowledge of ACT Government's ministerial and government processes will be highly regarded.

Notes: This is a temporary position available for a period of 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be working from the ACT Legislative Assembly, London Circuit, Canberra City.

How to Apply: Written applications are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and abilities that address the Selection Criteria, and a current curriculum vitae with two referee contacts.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chadia Rad (02) 5124 6216 chadia.rad@act.gov.au

Policy, Partnerships, and Programs

Mental Health Policy

Senior Director

Senior Officer Grade A \$153,041, Canberra (PN: 17369)

Gazetted: 13 July 2021

Closing Date: 20 July 2021

Details: An opportunity has arisen to act as the Senior Director, Mental Health Policy Unit. You will play an integral role in supporting the ACT Government and Executive in developing and implementing innovative Mental Health Policy, that places the needs of community at the centre of all we do.

You will be a strong people leader who prioritises a healthy work culture, with a firm understanding of government process and a good understanding on current issues in Mental Health Policy, both in the ACT and nationally.

Eligibility/Other Requirements:

Mandatory:

- Undergo a pre-employment National Police Check

Desirable:

- Significant experience working in a human services policy setting at a senior level.
- Tertiary qualifications in a relevant area.

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

How to Apply: Interested candidates should submit a two-page response to the Selection Criteria and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

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

Digital Solutions Division

Office of the Chief Information Officer

Executive Assistant

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 33930)

Gazetted: 13 July 2021

Closing Date: 27 July 2021

Details: Are you a professional, well-organised person who enjoys a fast-paced environment with competing priorities? Do you want to be part of a dynamic team responsible for the operations of a large Division?

The Digital Solutions Division within the ACT Health Directorate is recruiting an Executive Assistant to provide timely, accurate, confidential and comprehensive high-level executive support to the Division's Executives. You will have strong organisational skills and attention to detail, adaptability and flexibility to accommodate change, and highly developed interpersonal and communication skills. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system.

The Digital Solutions Division is responsible for:

- the implementation and support of the Digital Health Strategy,
- management of technology services and projects,
- the development and implementation of a performance reporting framework,

- statutory and intergovernmental reporting requirements,
- management of the relationship and services delivery by technology vendors including Shared Services ICT,
- development, implementation and maintenance of technology policies and procedures, and
- information management and information security.

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: This role requires you to obtain and maintain an Australian Government Negative Vetting Level 1 (NV1) security clearance. To be eligible for an NV1 security clearance, you must be an Australian Citizen. If you were not successful in obtaining a security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashleigh Savage (02) 5124 9133 ashleigh.savage@act.gov.au

Digital Solutions Division

Future Capability

Digital Health Record

Technical Project Manager, Data Conversions and Interfaces

Senior Information Technology Officer Grade B \$131,773 - \$148,344, Canberra (PN: 49141)

Gazetted: 08 July 2021

Closing Date: 26 July 2021

Details: The Digital Health Record is an exciting initiative that will transform the way health care is provided in ACT public health system. The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record. The Digital Health Record Program team comprises of approximately 120 staff with administrative, technical, clinical and nursing backgrounds. The Digital Health Record Program has an opening for an End User Device Lead within the Technical team. In this role you will be responsible for inventory, gap analysis, procurement, deployment and testing of all end user devices required to successfully implement the Epic Electronic Medical Record (EMR) solution. There is no doubt this project will be challenging at times with competing deadlines and priorities. 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 job. 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: This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Note: This is a temporary position available immediately until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director. 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 three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristina Carroll (02) 5124 9334 kristina.carroll@act.gov.au

Digital Solutions Division

Office of the Chief Information Officer

Divisional Support Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 13798)

Gazetted: 12 July 2021

Closing Date: 26 July 2021

Details: Are you a motivated and well organised person with effective communication skills who can work individually or as part of a team? The Digital Solutions Division within ACT Health is seeking to recruit an experienced Support Officer who can assist a Portfolio Management team to process requests and co-ordinate activities that supports the delivery of digital initiatives. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Under the broad direction of the Director, Portfolio Management, the Support Officer is responsible for the co-ordination of requests and activities across Portfolio Management within the Office of Chief Information Officer. To be successful, the Support Officer should have strong writing and organisational skills with a willingness to learn new processes and work in a fast-paced environment.

Eligibility/Other Requirements: This role requires you to obtain and maintain an Australian Government Negative Vetting Level 1 (NV1) security clearance. To be eligible for an NV1 security clearance, you must be an Australian Citizen. If you were not successful in obtaining a security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

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

How to Apply: Please submit a written pitch, a current curriculum vitae and contact details of two referees, one of which is your current manager.

Your pitch must be no more than three pages, detailing why you should be considered for this role, using relevant examples of your work and addressing the five selection criteria within the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sandra Millett (02) 5124 9409 sandra.millett@act.gov.au

Communicable Disease Control

Immunisation Public Health Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 04831)

Gazetted: 12 July 2021

Closing Date: 19 July 2021

Details: The Communicable Disease Control Section (CDC) of the Health Protection Service (HPS) is a multidisciplinary section including nurses, epidemiologists, public health professionals, medical laboratory scientists and administrative officers. CDC is responsible for a range of functions aimed at minimising the harm caused by the spread of communicable diseases in our community. CDC has three units: the Disease Surveillance Unit; the Immunisation Unit and the Infection Control Unit. The Immunisation Unit is seeking a Public Health Nurse who will be responsible for providing professional advice and technical support on immunisation and related matters including the provision of advice to immunisation providers, agencies, individuals and the public. Duties will include: immunisation adverse events (AEFI) surveillance and follow up; transcribing of overseas immunisation records and recommending catch-up vaccination; assisting with the implementation of immunisation programs; and undertaking actions to increase coverage rates and meet performance measures.

Eligibility/Other Requirements:

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

Knowledge and understanding of vaccination and immunisation programs.

Successful candidates will be required to undergo a pre-employment National police check.

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

How to Apply: Please apply by submitting a written response to the Professional/Technical Skills and Knowledge and Behavioural Capabilities, no more than two pages long, and a curriculum vitae. Candidates who are shortlisted will be required to submit two written referee reports prior to interview.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carolyn Banks (02) 5124 9242 Carolyn.Banks@act.gov.au

Assistant Director - Microbiology

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 26162)

Gazetted: 08 July 2021

Closing Date: 22 July 2021

Details: The Microbiology Unit of the ACT Government Analytical Laboratory is a small highly trained team which undertakes analysis of food, water and environment samples for the presence of microorganisms of public health significance. The unit is seeking a suitably qualified and highly experienced microbiologist to fill the position of Assistant Director.

As the Assistant Director, you will be responsible for overseeing operations of the multifaceted public health microbiology laboratory. This includes working within, and assisting to maintain and develop, the quality system for ISO 17025 accreditation in the fields of Food and Beverage and Environment testing.

To be successful in this position, it is expected that the successful candidate will possess the following attributes: high level technical knowledge, ability and professional engagement in the field of Microbiology, well developed organisational skills, high quality and well developed communication skills, well developed supervisory skills (including the ability to support and develop junior staff), high degree of drive, adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

Eligibility/Other Requirements: Undergraduate Degree in Science is mandatory (postgraduate studies and/or major in Microbiology highly desirable)

Successful candidate will be required to undergo a pre-employment National Police Check.

How to Apply: Applicants should provide a written application of no longer than four pages, outlining their experience against the required Technical Knowledge and Behavioural Capabilities outlined in the Position Description, as well as your curriculum vitae and the names of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Public Health Protection and Regulation

Vaccine Program

Director – COVID-19 Vaccination Program

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 50483, several)

Gazetted: 09 July 2021

Closing Date: 16 July 2021

Details: Would you like to be part of a fast paced, high profile national program rollout at a local level? The COVID-19 Response Division, COVID-19 Vaccination Program is seeking to hire an enthusiastic individual to provide administrative and program support to the vaccinations team. The COVID-19 Vaccination Program team is a small team collaborating across Directorates to ensure a successful rollout of the vaccine for our community. Under broad direction, the successful applicant will respond to requests from stakeholders for information about the program and provide high level written communications such as correspondence, reports, briefings and ministerial documents. The Director will liaise with business partners and key stakeholders to ensure deadlines are met and provide advice to the Executive Branch Manager on any emerging issues. The suitable applicant will have experience in development and implementation of strong governance frameworks within a Government environment. There is no doubt this project will be challenging at times with competing deadlines and priorities. 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 job.

Eligibility/Other Requirements: This position may be required to work after hours, weekends and on-call. The successful application will need to undergo a pre-employment National Police Check.

Note: This is a temporary position available for up to 12 months. 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: If you are interested in joining this exciting team, you can apply by providing a written statement addressing the Selection Criteria, curriculum vitae and contact details of two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

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

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Maternity

Maternity Clinical Flow Manager

Registered Midwife Level 3.1 – 3.3, \$108,237 - \$112,691, Canberra (LP7140)

Gazette Date: 12 July 2021

Closing Date: 21 July 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 16158

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Andrea Moore andrea.moore@calvary-act.com.au

Calvary Public Hospital Bruce

Division General Medicine

Senior Medical Registrar

Senior Registrar \$154,436, Canberra (LP6826)

Gazette Date: 13 July 2021

Closing Date: 31 December 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15625

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Miffany Callan (02) 6201 6897 miffany.callan@calvary-act.com.au

Calvary Public Hospital Bruce

Day Surgery

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (LP8242)

Gazette Date: 14 July 2021

Closing Date: 25 July 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15945

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Justine Johnston (02) 6201 6129 justine.johnston@calvary-act.com.au

Calvary Public Hospital Bruce

Obstetrics and Gynaecology

Senior Resident Medical Officer

Senior Resident Medical Officer/ Junior Registrar 1-3, \$97,350 - \$119,121, Canberra (LP6951)

Gazette Date: 15 July 2021

Closing Date: 28 July 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 16181

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Miffany Callan (02) 6201 6897 miffany.callan@calvary-act.com.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

Office of Deputy Chief Executive Officer

Chief Executive Officer

Director, Project Management

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 51824)

Gazetted: 14 July 2021

Closing Date: 28 July 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Reform Branch has been established to deliver on the Reform and Recovery Roadmap which takes a broad view of the opportunity for system recovery and reform across 10 strategic themes, and has been developed in consultation with senior clinicians, consumer representatives and executives. The Reform Branch will provide project support and design to the implementation of the strategies required to address the negative impacts of COVID-19 (Recovery), and set the healthcare system up to be sustainable, and deliver equitable and excellent outcomes (Reform). Together with this a function of the Reform branch is to establish and manage the project management office (PMO) for Canberra Health Service. The role of Director, Project Management is an integral part of the effective establishment and ongoing management of the PMO and will play a key role in the ongoing projects within the Project Management Office and the Reform program.

Duties

Under limited direction of the Executive Branch Manager, Reform you will be responsible for supporting the delivery of key projects relating to the Reform Program and other key initiatives across CHS.

You will be required to undertake the following duties:

In collaboration with key stakeholders across CHS, manage key service delivery initiatives.

Managing, coordinating, and liaising with key stakeholders.

Monitor, track and prioritise workflow to effectively and efficiently complete multiple tasks with potentially competing timeframes.

Provide support to project leads across CHS to ensure project deliverables are appropriately implemented.

Developing and implementing project plans, including stakeholder and communication plans.

Ongoing monitoring, reporting and evaluating projects as they are progressing through the phases of the project.

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

About You

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

Behavioural Capabilities

Excellent interpersonal and communication skills and significant experience in establishing and maintaining productive and collaborative internal and external working relationships.

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of five year' experience working professionally in project management is preferred.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of nine months. Selection may be based on application and referee reports only.

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

Contact Officer: Catherine Shadbolt (02) 5124 2728 catherine.shadbolt@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

Workforce and Planning Support Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 02973)

Gazetted: 12 July 2021

Closing Date: 29 July 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) aims to provide a diverse range of learning, development and health promotional activities to support staff to build competency and capacity within the MHJHADS Divisions workforce. This position will assist with the organisation of MHJHADS recruitment and education programs and events, preparing recruitment and educational resources and reports, supporting other MHJHADS programs and other office duties.

About You

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

Behavioural Capabilities

High level customer service skills and a good knowledge of computer applications.

Strong organisational skills with a high degree of drive.

Ability to collaborate and develop and maintain networks.

Flexible, adaptive and comfortable with a changing working environment.

Position Requirements/Qualifications:

Previous experience in a health administration/office management positions or certificate in Business

Administration is could be beneficial

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Tash Lutz (02) 5124 4894 tash.lutz@act.gov.au

Medical Services

Medical Service Group

Medical Imaging

Administration Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 20957)

Gazetted: 13 July 2021

Closing Date: 30 July 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Medical Imaging department is a part of the Medical Services Group which is comprised of the Physician Training Office, Healthcare Technology Management, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit, Pathology, Pharmacy and Library Services. Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services on a 24-hour, seven day a week basis for patients in Canberra and the surrounding NSW catchment area. The service is committed to providing patients with cost-effective easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease. The Medical Imaging Administration Manager will be responsible for leading a team consisting of approximately 20 administration officers, the section is responsible for booking patient appointments, distributing results, managing waiting lists and tracking billing and revenue from the procedures performed. Administration staff in medical imaging are frequently required to communicate with internal and external stakeholders including patients, carers, referrers, medical, nursing and allied health staff.

About You

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

Behavioural Capabilities

Ability to manage and work cooperatively in a dynamic team environment.

High level communication and relationship management skills.

Ability to prioritise workloads effectively.

Position Requirements/Qualifications:

A minimum of 2 years' experience working professionally as a supervisor or manager in a healthcare setting is preferred.

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

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

Knowledge of and experience with health information management systems, including Patient Administration Systems (PAS), Radiology Information Systems (RIS), Billing and Revenue Systems.

Experience with medical terminology and/or holds a Medical Terminology Certificate.

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 18 months

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

Contact Officer: Sally Smith (02) 5124 2798 sally.j.smith@act.gov.au

Registry and Data Quality Officer

Administrative Services Officer Class 2/3 \$59,016 - \$71,963, Canberra (PN: 24786)

Gazetted: 08 July 2021

Closing Date: 22 July 2021

Details: **Our Vision:** Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence, and the Health Information Unit. The Health Information Service (HIS) is primarily responsible for the management and storage of the centralised Canberra Health Services clinical record and is based at Canberra Hospital. The community-based Clinical Records Unit (CRU) is a subunit of the Health Information Service. Health Information Services provide a range of services including scanning and health record management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education and hospital management purposes. CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

Behavioural Capabilities

Attention to detail.

Self-motivated.

Ability to navigate electronic systems.

Eligibility/Other Requirements

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Notes

This is a part-time position available at 22 hours per week and the full-time salary noted above will be paid pro-rata. The candidate must be available to work Monday and Tuesdays, other days are negotiable.

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

Contact Officer: Kerri McGufficke (02) 5124 3331 Kerri.McGufficke@act.gov.au

Senior Manager

Health Professional Level 5 \$131,773 - \$148,344, Canberra (PN: 36955)

Gazetted: 08 July 2021

Closing Date: 27 July 2021

Details: **Our Vision:** Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. As a senior manager, you will be responsible for providing strategic leadership to develop the professional practice of allied health staff that supports models of care, statutory obligations, professional development and clinical supervision. The senior manager will ensure the effective and efficient delivery of Allied Health Services across MHJHADS. CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups.

Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.

Eligibility/Other Requirements

Mandatory:

- Tertiary qualifications (or equivalent) in an Allied Health discipline are essential.
- This position may be required to participate in an on-call roster.

Desirable:

Postgraduate qualifications in a management field are highly desirable.

Current Driver's license.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Catherine Furner (02) 5124 1638 catherine.furner@act.gov.au

Medical Services Group

Medical Imaging - Nuclear Medicine

Medical Imaging - Nuclear Medicine

Modality Manager - Nuclear Medicine and PET

Medical Imaging Level 5 \$138,380 - \$155,760, Canberra (PN: 37677)

Gazetted: 13 July 2021

Closing Date: 20 July 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

Medical Imaging strives to provide state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing easy access to timely, cost-effective subspecialty expertise, and to research, training and advancing the use of imaging for the diagnosis and treatment of disease. The Modality Manager positions are primarily administrative roles, with an agreed allocation of rostered clinical time.

There is one Modality Manager for each of the following modality groups:

Magnetic Resonance Imaging (MRI).

Computed Tomography (CT)/Angiography.

Ultrasound.

Nuclear Medicine/PET.

The Modality Managers are responsible to the Director of Allied Health (Medical Imaging) for the operational and personnel administration of medical imaging health professional staff within their modality and professional remit. They also maintain a clinical load for the provision of health professional services during business hours. The Medical Imaging Department is a 24/7 service, and as such some Modality Manager roles may include shift work, overtime and on-call duties outside normal working hours when required.

KEY RELATIONSHIPS

Who What and why

Director of Allied Health (Medical Imaging) The DAH and the Modality Manager work in partnership to deliver exceptional patient care and achieve identified outcomes in the Medical Imaging unit. The DAH provides guidance, direction and feedback to the Modality Manager, to ensure professional and clinical support and leadership. The Modality Manager provides advice to the DAH to ensure that modality specific issues are understood and considered in broad strategic planning and decision making and proposes and implements solutions to issues.

Operational Modality Direct Reports The Modality Manager and their direct reports work in partnership to deliver exceptional patient care and to achieve identified outcomes in the modality. The Modality Manager:

- Delegates, supervises and actively participates in a team of professionals that perform imaging examinations within scope of practice, following best practice principles to meet set KPIs. Plans and evaluates patient care, providing guidance, direction and feedback to direct reports, to ensure professional and clinical support and leadership. Proposes and implements solutions to issues and clarifies direction where required. Leads and participates in meetings to obtain and share perspectives and information and gives regular updates on key projects and priorities. Models exemplary professional behaviour and capability, and where required supervises junior staff and explains clinical information to ensure strong team-based knowledge exchange. Multidisciplinary team The Modality Manager works in a multidisciplinary team which includes radiologists, radiology trainees, nurses and administrative staff, to deliver exceptional patient care and achieve identified outcomes in the Medical Imaging unit. The multidisciplinary team shares and integrates advice and information to ensure that professional and modality specific issues are understood and considered in daily operations. The Modality Manager explains clinical studies where required to ensure strong team-based knowledge exchange. Patients The Modality Manager guides, manages and actively participates in a team of professionals that perform imaging examinations within scope of practice. Modality Managers model exemplary professional behaviour and capabilities in delivering exceptional patient care and partnering with consumers in their own care and through health literacy.

DUTIES

Under broad direction from the Director of Allied Health (Medical Imaging), you will play a key role in the management of the medical imaging department. You will:

Manage the daily operation and organisation of services in your modality within your scope of practice, ensuring patient centred care and efficient service delivery, including equipment maintenance, within budget and delegation. Lead, manage and supervise the allied health workforce in your modality, including management and oversight of rosters, leave, training and performance, and recruitment, within budget and delegation. Provide advice to the DAH about the modality workforce, equipment, budget and service delivery, identifying interdependencies, problems and solutions, to achieve the best possible clinical, operational and financial outcomes in the modality. Liaise with the multidisciplinary team to facilitate effective outcomes, while exercising independent professional judgement in problem solving and service delivery. Exercise independent judgement to oversee and participate in the performance of procedures in your modality, including training other staff, while observing departmental and local protocols and adhering to the Radiation Management Plan. Maintain a high standard of clinical practice and professional leadership by participating in ongoing professional and organisational education and training, quality assurance, and research. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

ABOUT YOU

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

Behavioural Capabilities

Sound organisational skills with a strong work ethic and ability to work within a multi-disciplinary team
Adaptability and flexibility to accommodate change and provide responsive services to achieve organisational vision, role and values. Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders.

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications in Medical Radiation Science (Radiography, MRI, Nuclear Medicine) or equivalent, and/or a related medical imaging modality (such as Sonography).

Hold or be eligible for registration as a Medical Radiation Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) for radiography, nuclear medicine and MRI, or the Australian Sonographer Accreditation Registry (ASAR) for sonography.

Where required, hold or be eligible for an ACT Radiation licence.

Where required, be registered under the Working for Vulnerable People Act.

Desirable

Experience in a trauma and teaching hospital

Seven years post-graduate experience.

Other:

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

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

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

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for up to 12 months with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Ross Bevan (02) 5124 2111 ross.bevan@act.gov.au

Cancer and Ambulatory Support

Executive Director, Cancer and Ambulatory Support

Executive Level 2.1 \$266,234 - \$276,672 depending on current superannuation arrangements, Canberra (PN: E627)

Gazetted: 09 July 2021

Closing Date: 23 July 2021

Details: Expressions of Interest are sought for the position of Executive Director, Cancer and Ambulatory Services, Canberra Health Services (CHS) for a period of eight months with the possibility of extension up to two years. Reporting to the Chief Operating Officer, the Executive Director is a critical executive leadership role within CHS and is expected to play a key role in planning and continuous improvement for the Division and the organisation. The Executive Director will have responsibility for ensuring divisional management and compliance for human resources management, contract management, financial management and government business.

This role will consult and engage with the Chief Operating Officer and the Chief Executive Officer on high-level operational issues and change initiatives. The role will consult and liaise with other executive to ensure a collaborative approach to the delivery of exceptional health care.

The successful applicant will provide outstanding and strategically focused leadership, communicate professionally with high level internal and external stakeholders and work with flexibility, efficiency, and diplomacy within a complex team.

Remuneration: The position attracts a remuneration package ranging from \$266,234 - \$276,672 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$208,769.

Note: This is a temporary opportunity available for eight months with the possibility of extension up to two years.

How to Apply: Interested candidates are requested to submit a short application outlining relevant skills and experience of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information can be provided by calling Cathie O'Neill on (02) 5124 2147.

Clinical Services

Cancer and Ambulatory Services

Registered Nurse Level 1

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 51785, several)

Gazetted: 12 July 2021

Closing Date: 19 July 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services. University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues. Four Walk-in Centres: which provide free treatment for minor illness and injury. Seven community health centres: providing a range of general and specialist health services to people of all ages. A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services. The COVID centres provide services for COVID-19 testing and vaccination throughout the Canberra region. COVID Testing: Registered Nurses work in a team to screen for eligibility, collect specimens and provide education to consumers. Staff also work in Hotel Quarantine and Medihotel. COVID Vaccination: Registered Nurses provide vaccinations and pre and post vaccination care. There are multiple COVID services, including both drive through and in centre, and the staff work flexibly across all sites. Registered Nurses with an interest in working in Vaccination are encouraged to apply. Vaccination clinics operate on both North and South Canberra. The COVID centres operate 7 days a week and have varying shift times. Staff may work full or part time and flexible work hours are available. Due to the varying roles in the COVID centres it is not a requirement to have an immunisation certificate at this time.

About You

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

Personal Attributes:

To be successful in this position, it is expected that the successful candidate will have the following attributes:

Good Communication Skills

Ability to work in a team nursing environment

Adaptable and flexible to changes

Qualifications and experience:

Mandatory:

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

Desirable:

Hold a current driver's license.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Be registered under the Working for Vulnerable People Act.

Note: These are temporary full-time and part-time positions available for a period of seven months with the possibility of extension. These positions are open to both New Graduates and experienced Registered Nurses.

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

Contact Officer: Regina Ginich on regina.ginich@act.gov.au or 0466 338 771

Infrastructure and Health Support Services

Sterilising Services

Sterilising Technician

Health Service Officer Level 3/4/5 \$53,886 - \$61,498, Canberra (PN: 29371, several)

Gazetted: 14 July 2021

Closing Date: 2 August 2021

Details: **Our Vision:** Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations. The Sterilising Services section is embedded within this Division.

Sterilising Services provides sterilising services to Canberra Hospital (CH), including the Gastroenterology and Hepatology Unit, Calvary Public Hospital Bruce (CPHB), and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising Reusable Medical Devices (RMD). Sterilising Services provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

Sterilising Services is organised into the following functional areas:

- Sterilising Services Unit at Mitchell, including management and administration
- Sterilising Services Unit at CH
- Sterilising Unit at CPHB
- Central Reprocessing Unit (CRU) at the Gastroenterology and Hepatology Unit at CH

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

Well-developed interpersonal skills.

Eligibility/Other Requirements

Mandatory:

Relevant qualifications and experience working professionally in sterilising services is required..

- HSO 3 – No qualifications are required at this level
- HSO 4 – Certificate III in Sterilising (HLT37015) is mandatory to be employed at this level
- HSO 5 - Certificate III in Sterilising (HLT37015) and IV in Sterilising Services (HTL47015), or Certificate III in Sterilising (HLT37015) and Certificate IV in Leadership and Management (BSB40215); and minimum five (5) years working in a Sterilising Services unit are mandatory to be employed at this level
- A current driver's license is preferred
- This position is required to work across all Sterilising Services sites and participate in a rotating roster that includes a 24 hour/7days per week roster, including public holidays, if required.

Understand how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes

This position involves participating in a rotating roster. The rotating shift roster will require the employee to work all shifts within a 24 hour/7 days per week roster. This position also involves working across all Sterilising Services' sites (Mitchell, Canberra Hospital including the Central Reprocessing Unit and Calvary Public Hospital).

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

Contact Officer: Natalie Ogilvie (02) 512 42283 Natalie.Ogilvie@act.gov.au

Mental Health Justice Health Alcohol and Drug Service

Child and Adolescent Mental Health Services

Manager

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 40882)

Gazetted: 14 July 2021

Closing Date: 28 July 2021

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

POSITION OVERVIEW

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

website: <https://www.health.act.gov.au/> Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first on set psychosis. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1, HP2 HP3, RN's and allied health assistants. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

DUTIES

Under limited direction of the operational Director you will:

- In Collaboration with the Child and Adolescents Clinical Director and Operational Director provide leadership and management of the staff and undertaking a clinical caseload if required.
- Provide leadership and have accountability for the development, management, reporting and evaluation of team activity against targets and governance requirements, and maximize the efficiency of financial, human and physical resources.
- Contribute to policy development and lead implementation, actively contribute to planning and the maintenance of clinical standards for the team in collaboration with Child and Adolescents Clinical Director and Operational Director, Discipline Principles and staff.
- Promoting quality activities and processes that support compliance with the National Standards for Mental Health Services and contribute to the governance structure by active participation in organizational development, committees, policy development and other relevant working groups.
- In partnership with key to build relationships to implement identified strategies to early intervention and other service delivery activities identified in National and Territory plans.
- Initiate and facilitate clinical governance within the team, including completion of mandatory training, continuing professional development, performance management and research in consultation with relevant senior clinician/Discipline Principal.
- Actively support clinical supervision, teaching and training activities within and across the program in consultation with relevant Discipline Principal.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

ABOUT YOU

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

Behavioural Capabilities

To be successful in this position, it is expected that the successful applicant will have the following attributes:

Strong Organisation Skills with a high degree of drive.

Adaptability and flexibility to accommodate change and provide responsive services to staff and clients

Team work and ability to work collaboratively as part of a management team

Position Requirements/Qualifications:

Relevant Tertiary qualifications in either Social work, Psychology or Occupational Therapy and a minimum of five years' experience working professionally in a health setting is preferred.

- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks. Prior to commencement successful candidates will be required to:

- Comply with CHS credentialing and Scope of Clinical practice requirements for allied health professionals.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and Vaccination processes against specific infectious diseases.
- Undergo a pre-employment National Police Check.

Note: The successful candidate will be required to:

- Be available to work within all program areas of CAMHS as the service needs arise.

Contact Officer: Catherine Furner (02) 51241652 catherine.furner@act.gov.au

Clinical Services

Nursing and Midwifery and Patient Support Services

Nursing and Midwifery Resource Office

Assistant in Nursing

Assistant in Nursing \$52,301 - \$54,070, Canberra (PN: 31145, several)

Gazetted: 14 July 2021

Closing Date: 28 July 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Nursing and Midwifery Patient Support Services (NMPSS) is a Division within Canberra Health Service, providing overarching staffing support and resources for our patients across TCH, UCH and Dhulwa Mental Health settings. This position works a 24/7 roster including night duty. The AIN may work across any area of the CHS campus. The Assistant in Nursing (AIN) works under the direction of the Registered Nurse.

The AIN assists in the delivery of the direct patient care.

Duties

You will:

Provide safe, effective, assistance to allocated patients and/or nursing teams to support specific needs in performing activities of daily living. Work under direct and indirect guidance, supervision and support of Registered Nurses as a member of the nursing care team, including participating in handover utilising ISBAR within the AIN scope of practice. Provide one on one care to patients with special requirements for increased supervision as per Increased Supervision request form. Escorting of patient's on CHS campus at the discretion of the RN. Communicate with members of the health care team verbally and in writing, and provide specific feedback on the personal care provided. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

About You

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

Behavioural Capabilities

Good verbal and written communication

Ability to work as a team

Position Requirements/Qualifications:

Certificate III in Health Services Assistance or recognised equivalent and/or working towards Bachelor of Nursing or recognised equivalent.

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment 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 - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: There are several casual positions available.

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

Contact Officer: Simone Crowe (02) 5124 7130 simone.crowe@act.gov.au

Chief Operating Officer Clinical Services

Adult Mental Health Unit and Mental Health Short Stay Unit

Registered Nurse Bulk Recruitment

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 44384, several)

Gazetted: 14 July 2021

Closing Date: 16 August 2021

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Behavioural Capabilities

Flexible, adaptable and comfortable with changing working environment.

Commitment to achieving positive outcomes

Strong organisational skills with a high degree of personal motivation.

Eligibility/Other Requirements

Relevant Post graduate qualification in Mental Health Nursing and experience working professionally within acute Mental Health setting is preferred.

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

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

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes

There are several positions available as a part of a bulk recruitment round. An order of merit will be established to fill identical vacancies at level over the next 12 months. The successful applicant will need to be available to work a rotating shift roster, including night shifts and weekends.

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

Contact Officer: Monique Fielder (02) 5124 5452 Monique.fielder@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

Registered Nurse- Bulk Recruitment

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 18514)

Gazetted: 14 July 2021

Closing Date: 16 August 2021

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

Our Values: Reliable, Progressive, Respectful and Kind.

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> 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 and Drug Services
- Child and 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) 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. Planned service expansion will see the opening of a new 10 -bed low dependency inpatient unit at Canberra Hospital in 2021. 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. CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

Behavioural Capabilities

- Demonstrated clinical leadership and the ability to develop all members of the team.
- Be able to communicate with influence, particularly with the diverse teams including internal and external parties within acute mental health care.
- Be flexible, adaptable, and able to be comfortable with a changing work environment.

Eligibility/Other Requirements

Mandatory:

Be registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) Minimum of three years' recent experience working professionally in an acute mental health facility.

The successful applicant will need to be available to work on a seven day a week roster filling morning, evening, and night shifts.

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

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

Desirable:

- Hold or be working toward Post Graduate qualification in mental health nursing.
- Clinical leadership experience.
- Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes

There are several positions available as a part of a bulk recruitment round. An order of merit will be established to fill identical vacancies at level over the next 12 months. The successful applicant will need to be available to work a rotating shift roster, including night shifts and weekends.

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

Contact officer: Monique Fielder (02) 5124 5452 Monique.t.fielder@act.gov.au

Clinical Services

Mental Health, Justice Health, and Alcohol and Drug Services

HP3 - Assertive Community Outreach Service

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 16183)

Gazetted: 14 July 2021

Closing Date: 2 August 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being 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, and other community settings including people's homes. The following portfolios are encompassed in the MHJHADS Division:

Territory Wide Mental Health Services

Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

The Community Mental Health Services (CMHS) portfolio incorporates services which provide specialist mental health care and treatment for people aged over 18 years of age, with a strong focus on timely and effective community intervention. CMHS consists of Community Recovery Services which operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Woden, Tuggeranong), and specialty teams that provide specialised services such as treatment and care for older persons, treatment and care of persons with intellectual disability, and assertive community outreach. The Assertive Community Outreach Service (ACOS) provides specialist care and treatment to persons over the age of 18 years who have a primary diagnosis of major mental illness, and who commonly present with complex co-morbidities. ACOS operates an extended hours service, operating seven days a week from 08:30 to 21:00. The position holder will be required to work a rotating roster including morning and evening shifts, weekends, and public holidays. The position reports directly to the ACOS Manager and is supported by a cohesive multidisciplinary team. This is an exciting opportunity for someone who is interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Duties

Under limited supervision of the ACOS Manager, you will provide high-level clinical management and crisis intervention for people presenting with chronic and severe mental health issues and complex needs. You will: Provide skilled clinical assessment and interventions appropriate to people with complex mental health issues within the relevant scope of clinical practice, using established techniques and methods to enable people to live as independently as possible while engaging in meaningful and productive life roles. This includes involving carers, children, nominated persons, GPs, and other service providers in the recovery planning process, as required.

2. Actively participate in clinical supervision, continuing professional development and personal performance review process. This includes providing professional supervision and training to Level 1 and 2 Health Professional clinicians, Allied Health Assistants, students, and other support staff.

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

4. Contribute to the accurate clinical records and associated administrative process, while maintaining data retention policies, procedures, and standards. While adhering to risk management processes, including identifying and escalating issues appropriately.

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

About You

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

Behavioural Capabilities:

High level customer service skills to provide supportive and professional experiences to people who access MHJHADS services.

High level administration skills to be able to provide quality work output.

High level organisational skills to be able to efficiently manage workload.

Flexibility and initiative to be able to work effectively within a multidisciplinary team.

Position Qualifications:

OCCUPATIONAL THERAPIST

Be registered or be eligible for registration with the Occupational Therapy Board of Australia under AHPRA, with a minimum of 3 years (preferably 5 years) experience working professionally in mental health.

PSYCHOLOGIST

Be registered or be eligible for general registration with the Psychology Board of Australia under AHPRA, with a minimum of 3 years (preferably 5 years) experience working professionally in mental health.

SOCIAL WORKER

Be eligible for registration with the Australian Association of Social Workers, hold a valid Working with Vulnerable People card and have a minimum of 3 years (preferably 5 years) experience working professionally in mental health.

Position Requirements:

The successful applicant will need to have a current driver's licence.

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

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals.

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

Contact Officer: Sarah Norman (02) 5124 7830 sarah.norman@act.gov.au

Ambulatory Care

COVID Testing

Enrolled Nurse – Covid Centres

Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (PN: 49782, several)

Gazetted: 13 July 2021

Closing Date: 20 July 2021

Details:

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

The COVID centres provide services for COVID-19 testing and immunisation throughout the Canberra region. Enrolled Nurses work in a team with Registered Nurses and AIN's to screen for eligibility, collect specimens and provide education to consumers. Enrolled Nurses provide assistance to the Registered Nurse's undertaking immunisation and pre and post immunisation observation. There are multiple centres, including both drive through and in centre, and the staff work flexibly across all sites. The COVID centres operate 7 days a week and have varying shift times. Staff may work full or part time and flexible work hours are available.

DUTIES

Under limited direction of the you will: Performs collection of specimens for COVID-19 and provides education to patients. Provides patient care to people undergoing immunisation and assists the Registered Nurse. Provides nursing care in accordance with the NMBA National Competency Standards under the supervision of a Registered Nurse. Complies with relevant legislation and organisational policy and procedural guidelines. Accepts accountability and responsibility for own actions and decisions within the scope of Enrolled Nurse Level 1 practice. Collaborates with members of the health care team to achieve effective health care outcomes. Maintain required clinical core competencies and skills, accessing appropriate education and staff development opportunities. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

ABOUT YOU

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

Behavioural Capabilities

Good Communication Skills.

Ability to work well in a team nursing environment.

Adaptable and Flexible to changes.

Position Requirements/Qualifications:

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

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

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

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

Part-time hours will be considered, and the full-time salary noted above will be paid pro-rata.

Contact Officer: Regina Ginich 0466 338 771 regina.ginich@act.gov.au

Clinical Services

Women Youth and Children

Counsellor

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 23678)

Gazetted: 09 July 2021

Closing Date: 28 July 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. The ACT Women's Health Service (WHS) provides interprofessional and holistic nursing, medical and counselling services to vulnerable women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexuality, gender identity, mental health or substance use. The service seeks to provide trauma informed care to women accessing the service. In this role you will work collaboratively within the interprofessional team and with other relevant services, to promote a holistic response to addressing the needs of women to improve health and wellbeing outcomes. At this level it is expected that you will provide, under limited supervision, a high level of skilled intake, clinical assessment and therapeutic intervention to women across a range of clinical areas, including individual and group work. The person we are seeking will have a commitment to working within an inter-professional environment and an understanding of delivering services to women from a feminist perspective.

About You

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

Eligibility:

This position is a protected position and is open to women only as ACT Health, consistent with section 34(2)(i) of the *Discrimination Act 1991*, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively provide the counselling service.

Behavioural Capabilities

Initiative to seek out and participate in continuous improvement and innovation.

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

Motivation to actively and purposefully contribute to a positive workplace culture.

Position Requirements/Qualifications:

Mandatory Qualifications/Other Requirements:

For Social Work:

Degree in Social Work

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

Registration under the ACT Working with Vulnerable People Act 2011

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

For Psychology:

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

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

Highly Desirable:

Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

For Counselling:

Eligible qualification pathways

Pathway 1

Minimum five-year full-time (or part-time equivalent) sequence of study made up of: Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

AND

Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course;

OR

Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

Pathway 2

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course

AND

Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course

OR

Three-year part-time ANZAP training in the Conversational Model.

Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

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

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

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

Note: This is a temporary position available till December 2022 with the possibility of extension and or permanency. This position will ideally be offered as full-time; however part-time may be negotiated.

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

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

Commercial Services and Infrastructure Group

ACT Property Group

Customer and Tenancy Management

Lease and Tenant Occupancy Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 25308)

Gazetted: 14 July 2021

Closing Date: 30 July 2021

Details: Do you have experiences managing new lease processes? Have you proactively managed lease renewals?

Do you like to meticulously maintain complete and accurate leasing documents? This could be the role for you!

This role suits someone with experience in drafting and executing sub-leases and licenses, liaising with non-government and government organisations and with a high level of attention to detail. Working with the Director the person in this role provides technical support and a quality assurance and advisory service to customer relationship officers managing the occupancy of ACT Property Group managed buildings. Management of the processes and actions to acquire new sub-leases and the drafting, QA and issuing of leases and licenses over managed properties, along with associated reporting and processes are a key part of the role. To ensure a high quality service, the occupant needs to have experience and expertise in commercial and/or community leasing. This role could suit a range of applicants including paralegals with leasing experience. ACT Property Group provides

expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Qualifications in Property Management, Commercial Leasing, Commercial Real Estate or similar are desirable. Hold or have the capacity to obtain White Card and Asbestos Awareness. a current driver's licence (car).

Membership or the ability to obtain membership with relevant professional organisation(s) is desirable.

Note: This is a temporary position available immediately for up to 12 months. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on 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 demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and Contact details of at least two referees.

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

The pitch should:

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Aditya Rastogi (02) 6207 5602 aditya.rastogi@act.gov.au

Director Event Delivery

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 28819)

Gazetted: 13 July 2021

Closing Date: 30 July 2021

Details: Are you someone who is looking for a challenge and the chance to lead a high performing team that design, procure and deliver the major and community events for Canberrans and visitors to the Territory? We are looking for someone who is a problem solver, creative thinker and capable of turning dreams into reality. You need to be an excellent leader and communicator, able to manage four direct reports and their teams (total team currently 10) to ensure the best outcome is delivered on time and on budget. You will need to be able to fulfill the role of adjudicator, mentor, friend, and welfare checker, balancing the wants and needs of your teams whilst ensuring they work together to deliver memorable experiences helping to make Canberra a great place to live, explore and enjoy. The work can be high pressure, exciting and challenging however with constant planning, team engagement and high-level support from above, the results the team deliver should make you proud of the effort. Working closely with the Senior Director you will define event budgets and objectives to your Creative Delivery Team, have ongoing engagement regarding purchasing and planning via your Procurement and Contract Management Team and finally ensure the events are turned into reality via your Operations Team. Project management skills are essential to maintain focus and momentum of this busy team within the overall Events ACT business unit, monitoring workloads and chairing WIP meetings are a weekly if not daily occurrence as well as reporting and analytics. You need to be an agile thinker, calm under pressure and proactive in outlook, capable of managing your teams' working to different milestones along the master event project plan. This role will require some attendance onsite during major and community events to ensure operational oversight is effectively

delivered and operational policies, procedures and emergency management plans have been implemented for maximum effectiveness. The role has multiple responsibilities including supervision and development of staff in a fast-paced environment, providing guidance and advice on complex complaints, as well as developing innovative solutions to improve customer experience and building strong stakeholder relationships both internally and externally. 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. If you're looking for a new role where no day is the same, then this is for you. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The successful applicant will have knowledge of and experience in delivering events management and place activation. Tertiary qualifications in Events, Hospitality, Business or Project Management are highly desirable and /or sufficient industry experience at a managerial level.

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

How to Apply: To apply for this role please submit a current curriculum vitae, details of two referees and a maximum two-page pitch detailing how your skills, knowledge and behaviours make you the best fit for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Saskia White (02) 6205 4857 Saskia.White@act.gov.au

Access Canberra

Medical Monitoring Case manager

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 12565)

Gazetted: 14 July 2021

Closing Date: 28 July 2021

Details: While many factors contribute to safety on our roads, driver health and fitness to drive is an important consideration. The medical monitoring case manager role is focussed on delivering the best possible outcomes for drivers through responsive client service underpinned by certain medical standards to ensure drivers health status does not unduly increase their crash risk. As a Case Manager, you will receive and assess reports including consideration of the driving task and the potential impact of the condition on requirements such as sensory, motor and cognitive skills. The aim is to achieve a balance between minimising any driving-related road safety risks for the individual and the community. We are seeking a medical monitoring case manager who can work alongside key stakeholders, identify and manage risks, develop and maintain professional relationships, have strong engagement skills and have high level written and communication skills. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) 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.

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kellie Seal (02) 6207 4319 Kellie.S@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Governance

Senior Project Officer

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52581)

Gazetted: 09 July 2021

Closing Date: 23 July 2021

Details: The position is based in the Strategic Business branch, which delivers professional business change services that enable the ACT Government to deliver quality outcomes for the Territory. Key focus areas include optimising investment through change initiatives; identifying, supporting, and enabling multi-directorate solutions; and delivering quality services that enable business areas to realise significant benefits. This position is responsible

for lead and manage a multi-disciplinary team of ICT 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. This position is the senior contact point for all key stakeholders in relation to project activities for the Desktop, Network and Application (DNA) Modernisation and other ICT programs for the Canberra Institute of Technology. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with a disability and those who identify with LGBTQIA are encouraged to apply.

Eligibility/Other Requirements:

Prince 2 qualification is preferred, and an Agile PM qualification is desirable

This position does not require a pre-employment medical.

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

How to Apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ed Purrer (02) 6207 7827 Ed.Purrer@act.gov.au

Policy and Cabinet

Office of The Coordinator General – COVID-19 (Non-health) Response

Commonwealth-State Relations

Director

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 22933)

Gazetted: 08 July 2021

Closing Date: 15 July 2021

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes. The Policy and Cabinet Division within CMTEDD is looking for someone who can work in an agile and collaborative way to lead the Commonwealth-State Relations team. The Director will build strong relationships across the public service, with the Commonwealth and other jurisdictions to provide whole of government governance, coordination and strategic policy advice to Executives and the Chief Minister in relation to matters of local and national significance, including the National Cabinet. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) 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: Hold a current CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance is mandatory.

Notes: This is a temporary position available until 31 January 2022 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 vacancies within Policy and Cabinet Division over the next 12 months. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions staff are working partially on-site and partially from home. Selection may be based on application and referee reports only.

How to Apply:

Please review the Position Description and submit the following:

A two-page pitch that tells the selection committee about your ability to perform the advertised role. The pitch should demonstrate that you possess the capabilities detailed in the "What you Require" section of the Position Description.

A current curriculum vitae including contact details for two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Stacey Matthews (02) 6205 3337 stacey.n.matthews@act.gov.au

Contracts and Licensing

Assistant Director (Contracts and Licensing)

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 14272)

Gazetted: 08 July 2021

Closing Date: 22 July 2021

Details: The Assistant Director Contracts and Licensing plays a key role in management of Digital Data and Technology Solutions (DDTS) software licensing and Information and Communication Technology (ICT) contracts. The Assistant Director works closely with the Director to manage a small and busy team, thereby ensuring that software licensing and contract management tasks are performed efficiently and effectively. The Assistant Director works with software vendors to ensure that the right licences are provided in the right numbers, and manages “true-up” activities to align licence numbers with requirements. The Assistant Director also manages new and existing ICT contracts, and provides advice to business areas on good contract management practice. The Assistant Director will contribute to improving service delivery, effective software and contract management, and achieving value for money in these areas. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) 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.

How to Apply: Applicants should provide their curriculum vitae and a short document (no more than four pages) outlining their alignment with the Position Description. Please also provide contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Geoff Fietz (02) 6205 8050 Geoff.Fietz@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Delivery Office

Project Officer

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 24049)

Gazetted: 08 July 2021

Closing Date: 3 August 2021

Details: Reporting to the Project Manager, Portfolio Delivery Office, Education Program, you will manage a range of concurrent IT infrastructure tasks for the Education Directorate. These will range from minor refurbishments of schools, through to the build of new schools. Note that you will only be responsible for the IT components of these works. Demonstrated ability to manage multiple tasks across multiple projects, work to competing deadlines and achieve results in a busy, small team environment with limited supervision. You will provide the specialist IT technical advice and knowledge to ensure the success of the projects. This position does not have any direct reports, though will involve the supervision and coordination of vendors and the coordination with other Digital, Data and Technology Solutions ICT teams. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) 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: Project Management qualifications would be highly desirable. Previous experience of managing IT projects in a construction environment will be highly regarded, especially in an Education setting. Hold a current CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance is mandatory.

How to Apply: Please submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability, experience and what you can bring to the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Burnet 0430 170 800 Andrew.Burnet@act.gov.au

Commercial Services and Infrastructure Group

Shared Services

Finance Services

Administrative Assistant System Administrator

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 52510)

Gazetted: 08 July 2021

Closing Date: 15 July 2021

Details: The Financial Applications Support Team (FAST) is seeking an enthusiastic and motivated person, who working collaboratively with other team members will assist in the delivery of financial systems services to ACT Government Directorates under the supervision of the Assistant Directors. The role will perform system administration functions for the Oracle E-Business Suite and P2PCM and various other finance business systems. Prepare user documentation and develop and present user training. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with a disability and those who identify with LGBTQIA are encouraged to apply.

Eligibility/Other Requirements: Experience working with Oracle E-Business Suite, P2PCM, and good attention to detail is highly desirable.

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

How to Apply: If you are interested in this position, you should review the Position Description for details about the role and associated responsibilities and provide; Your curriculum vitae, including two referee reports; a two-page personal pitch providing examples of your achievements and how they relate to the position requirements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda McNaught (02) 6205 0756 Linda.McNaught@act.gov.au

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

Shared Services

Customer Relationship Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 21499, several)

Gazetted: 09 July 2021

Closing Date: 27 July 2021

Details: Are you a customer service professional? Do you thrive in a fast paced team environment, where the whole team is focused on providing outstanding customer experiences? This position could be the one for you! ACT Property Group is a customer driven organisation. We provide accommodation, property maintenance and property upgrade services to ACT Government, community and commercial customers. This position and team are both vital to ensuring that we understand and deliver our services to meet or exceed customer expectations where possible. The person in this position assists in providing the first point of contact for a group of customers, providing a central account manager for property related activities and coordinating and liaising with other areas in ACT Property Group and Government. The position also provides day to day management of identified buildings under management or lease, liaison with building owners and advice on service improvements. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) 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: Hold or have the capacity to obtain White Card and Asbestos Awareness. a current driver's licence (car)

Qualifications in Management or the capacity to obtain is desirable.

Membership or the ability to obtain membership with relevant professional organisation(s) is desirable.

Notes: There are several positions available. In addition to the permanent vacancy there is also a temporary vacancy available for up to six months. 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: Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

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

Digital, Data and Technology Solutions

Technical Services

Technical Service Delivery

UNIX, Linux and Database Administrator

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 17398)

Gazetted: 12 July 2021

Closing Date: 26 July 2021

Details: Digital, Data and Technology Solutions is seeking an experienced Engineer who possess strong technical and development expertise who has previously worked in a UNIX and or Linux Server Infrastructure support role, possess knowledge of enterprise applications and workloads, and has excellent communication skills to deliver a high level of technical support to the ACT Government directorates. The Senior UNIX and Linux Specialist is required to provide direction and specialist knowledge in applying UNIX and Linux Server-based technologies to client business challenges, support technical resources within the team as well as prospective partners and stakeholders and provide feedback to Senior Management on the customer experience and gather further feedback on new desired features and capabilities. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) 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.

Notes: This is a temporary position available for a period of six months with the possibility of extension up to less than 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 Review the Position Description for further details about the role and capabilities required to perform the duties and responsibilities of the position. Please submit a written application of up to two pages, Contact details for at least two referees and a current curriculum vitae.

The Response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (What you will do).

Applications should be submitted via the Apply Now button below.

Contact Officer: Argir Micev (02) 6207 5404 argir.micev@act.gov.au

Policy and Cabinet

Cabinet, Assembly and Government Business

Assistant Director, Cabinet coordination

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 42604)

Gazetted: 09 July 2021

Closing Date: 23 July 2021

Details: The Cabinet, Assembly and Government Business branch is looking for an Assistant Director, Assembly and Government Business who enjoys being at the forefront of government decision making and will support the passage of Government Business in the Assembly. The successful applicant will be involved in all things Cabinet and Assembly from coordinating Cabinet papers to working with directorates to meet timelines for government responses to Assembly Committee Reports, Petitions, Resolutions and Auditor-General Reports and the timely delivery of government business into the Legislative Assembly. To undertake this role successfully you will have, or

the ability to gain, a strong understanding of the ACT Government's Cabinet, Assembly and Government Business activities, applying your knowledge to support the development of Cabinet papers and Assembly procedures. You will play a key role in supporting other directorates' Cabinet and Assembly liaison teams. You will also liaise with officers across government agencies to communicate information and ensure timelines are well communicated and met. This is a diverse and interesting role as part of a high functioning branch, who willingly support each other in meeting critical timeframes. In order to achieve optimum results in the role it is expected you will have sound administrative and organisational skills and the ability to demonstrate resilience in a high-pressure environment.

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

How to Apply: Applications should submit

A two-page pitch (maximum) outlining their suitability for the position in line with the Position Description.

A current curriculum vitae with details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Heath (02) 6207 2867 kylie.heath@act.gov.au

Economic Development

Events ACT

Assistant Director, Event Delivery

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 44921)

Gazetted: 08 July 2021

Closing Date: 27 July 2021

Details: Are you a dreamer, do you always think big, are you the friend that is forever coming up with the ultimate event ideas? Would you like to use your industry knowledge and expertise to lead a small team designing and developing exciting and industry leading events 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 temporary vacancy for a skilled industry expert wishing to make a mark on our Creatives team. You will need to be highly creative and interested in the latest event programming and artistic developments both for major and community events such as New Year's Eve and Reconciliation Day. Working within a small team at project development and planning phase, you will lead the team to create an event that meets the event objectives and budget, once approved, you will then develop the project plan, brief the marketing team and the Event Delivery Operations Team. Finally, you will be on hand during the event to deliver the programming component of the event and ensure the creative component runs to plan and turn the dream into a reality. You need to be passionate about delivering event excellence and of course failing to meet deadlines is not an option in our business! You need to be able to identify new artistic programming opportunities well in advance, ideally you will have solid connections in the creative and artistic communities, but this is not essential, be an agile thinker and be able to meet deadlines. You will have an eye for theming and love creating immersive experiences. If this sounds like you, we want to hear from you! You will be given the opportunity 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. If you're looking for a temporary role where no day is the same and you're given the opportunity to sample this role, then this is for you.

Eligibility/Other Requirements: The successful applicant will have knowledge of and experience in delivering events management and place activation. Tertiary qualifications in Events, Hospitality, Business or Project Management are highly desirable and /or sufficient industry experience at a managerial level.

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

How to Apply: To apply for this role please submit a current curriculum vitae, details of two referees and a maximum two-page pitch detailing how your skills, knowledge and behaviours make you the best fit for the role.

Applications should be submitted via the Apply Now button below.

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

**Policy and Cabinet
Social Policy Branch
Director**

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 42863)

Gazetted: 09 July 2021

Closing Date: 10 August 2021

Details: Policy and Cabinet Division is seeking an Aboriginal and/or Torres Strait Islander officer to provide strategic, evidence-based policy advice to the Chief Minister and the ACT Public Service, as part of the team in the Social Policy Branch. If you are proactive, skilled in building relationships, and experienced in working on complex policy and program issues, we want to hear from you. Be part of a supportive team working on social policy and legislation in a fast-paced and dynamic environment. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: This is a 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: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be operating from a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Staff are currently working primarily from home due to the COVID-19 restrictions, please discuss any concerns or questions you may have with the Contact Officer.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Please submit a two-page response to tell that selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role.

The response should:

- Show that you have the capabilities in the "What You Require" section of the Position Description - including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.
- Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.
- Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

Applicants must submit a current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), any qualifications and two referees including their contact details. We will assess your suitability for this position by looking at your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Barnard (02) 6207 7525 belinda.barnard@act.gov.au

Community Services

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

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

**Housing ACT
Infrastructure and Contracts
Contracts and Business Operations
Senior Contract Administrators**

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 00406, several)

Gazetted: 08 July 2021

Closing Date: 22 July 2021

Details: We are looking for several diligent, versatile and enthusiastic people to join the Contracts and Business Operations Team as Senior Contract Administrators. You will be contributing to a team of high performing staff to manage the compliance of the Total Facilities Management contract between Housing ACT And Programmed FM. The team is a group of 23 passionate, determined workers who believe in making a difference for some of Canberra's most vulnerable and aren't afraid to use their initiative. If you have great attention to detail, believe in

empowering those around you and enjoy problem solving with a proactive approach, please apply to join our 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 - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Notes: There are temporary and permanent opportunities available. Temporary positions are available for 12 months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months.

How to Apply: Please submit an application addressing the selection criteria, your curriculum vitae and the names of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Howarth (02) 6205 9715 tania.howarth@act.gov.au

Housing ACT

Senior Director, Client Services Branch

Senior Officer Grade A \$153,041, Canberra (PN: 50931)

Gazetted: 09 July 2021

Closing Date: 16 July 2021

Details: Are you a dynamic leader seeking to make a difference to the Canberra community? Do you enjoy a challenge and like working in an environment where no two days are the same? If that's you, we invite you to apply for an operational role within our Senior Leadership Team. As a Senior Director, you will lead a significant organisational function in Client Services Branch. You will work in a fast paced, high volume service area with operational responsibility for the provision of social housing assistance. You will be expected to have strong management and leadership capability in alignment with Housing ACT's Divisional Business Plan and the Strategic Priorities of Government. You will also have the ability to think strategically in a busy operational environment, possess excellent interpersonal, organisational and communication skills and outstanding customer service experience.

Eligibility/Other Requirements:

- Experience in a human services field and/or a relevant tertiary qualification is desirable.
- Current drivers licence.

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

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Min McIntyre (02) 6205 1856 min.mcintyre@act.gov.au

Cultural Facilities Corporation

Historic Places

Assistant Director, Visitor Engagement and Interpretation

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 9014)

Gazetted: 13 July 2021

Closing Date: 27 July 2021

Details: ACT Historic Places manages Lanyon Homestead, Calthorpes' House and Mugga Mugga Cottage as places of significant cultural and heritage value to the Canberra region. We are seeking an enthusiastic and self-motivated Assistant Director to lead the Visitor Engagement and Interpretation team in the areas of research, publication, exhibitions, education, public programs, visitor and commercial services. We require a leader in the museum and cultural heritage sector, who will position our three historic properties as leading educational and cultural tourism destinations through the delivery of welcoming and seamless visitor experience, innovative curatorial programming and high-quality experiences.

Eligibility/Other Requirements:

Relevant tertiary qualifications (such as in Arts, History, Education, Cultural Heritage or Museum Studies) is desirable.

A current driver's licence is essential.

First Aid Certificate (or willingness to obtain one)

A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required (or willingness to register). For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

How to Apply: Applicants must submit a current curriculum vitae and a written response to the Selection Criteria. Contact Officer: Anna Wong (02) 6207 9192 anna.wong@act.gov.au

Access and Learning

Access and Learning Officer (CMAG)

Curatorial, Collections and Education Officer Class 1 \$71,963 - \$87,331, Canberra (PN: 8527)

Gazetted: 13 July 2021

Closing Date: 27 July 2021

Details: Canberra Museum and Gallery is seeking a talented individual to work with the Access and Learning team in the role of Access and Learning Officer. The Access and Learning team are responsible for delivering programs and services to a range of audiences at Canberra Museum and Gallery. The Access and Learning Officer works within this small team to develop and deliver both education and public programs. The successful applicant will have demonstrated experience in the management and delivery of learning experiences to school groups and public programs to diverse audiences within a museum and/or gallery context. A demonstrated ability to create innovative programs, work with internal and external stakeholders, manage competing tasks and work to deadlines 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 and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Tertiary qualifications in teaching and/or a degree or diploma specialising in visual arts are essential.

A current driver's licence is essential. First Aid Certificate and *Working with Vulnerable People (Background Checking) Act 2011* is essential (or willingness to obtain these). Workdays may be varied if weekend work is required (e.g., Wednesday to Saturday). Flex time will apply for weekends and public holidays.

Note: This is a part-time temporary position available for up to 12 months at 28 hours per week, and the full-time salary noted above will be paid pro-rata.

How to Apply: Applicants must provide a statement of claims (up to two pages) and your curriculum vitae (up to two pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophie Chessell (02) 6207 9130 sophie.chessell@act.gov.au

Canberra Museum and Gallery

Digital Marketing Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 8531)

Gazetted: 12 July 2021

Closing Date: 26 July 2021

Details: Canberra Museum and Gallery (CMAG) is seeking an experienced and enthusiastic Digital Marketing Officer to create engaging digital content, communication strategies, and social media campaigns which further CMAG's mission to connect people with the Canberra region's rich visual arts landscape and diverse stories and social history. The successful applicant will develop, write and publish creative and engaging content for CMAG's digital channels including social media, website and e-newsletters, with an emphasis on social media. This is rare opportunity for a dynamic self-motivated individual to respond to CMAG's exciting exhibition and public event program. The successful applicant will have strong writing skills and a good eye for appealing design and creating engaging visual material. They will work with the marketing team to develop and implement publication schedules, publish content to all CMAG's digital channels, and evaluate projects and analytics data to inform activity and ongoing audience development. CMAG is part of the Cultural Facilities Corporation (CFC), an ACT Government enterprise. CMAG maintains and actively grows a permanent collection of around 11,000 objects which span the visual arts and social history.

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

This position is part-time at 29:24 hours per week (four days) and the full-time salary noted above will be pro-rata.

How to Apply: Applicants must submit a current curriculum vitae and a written response to the Selection Criteria. Contact Officer: Michael Bailey (02) 6207 2465 michaell.bailey@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

Business Services

People and Performance

People Strategy

Senior Advisor, Workforce Planning

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52516)

Gazetted: 13 July 2021

Closing Date: 29 July 2021

Details: The Senior Advisor, Workforce Planning will play a key role in the Education Directorate's Schools Workforce Profile Project. Under supervision of the Assistant Director, Workforce Planning and working closely with diverse stakeholders across the Directorate, the Senior Advisor, Workforce Planning will assist in the collection, validation and analysis of workforce data and information to support the mapping of critical workforce challenges, gaps and risks for the ACT's public schools in order to identify workforce management and planning strategies and/or approaches. The Workforce Profile Project will ensure that schools are able to identify, manage and respond to workforce matters in their schools and that the system has a future-focused plan/approach to address strategic workforce risks. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applications should include a response to the Selection Criteria, of no more than two pages, and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cameron Bertrand-Bruce (02) 6205 2215 cameron.bertrand-bruce@act.gov.au

School Performance and Improvement

Tuggeranong Network

Gilmore Primary School

Classroom Teacher

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 48402)

Gazetted: 14 July 2021

Closing Date: 21 July 2021

Details: Gilmore Primary School is seeking a dynamic classroom teacher who is interested in being part of a small, committed learning community where every child matters! The successful applicant should have deep knowledge of the Australian Curriculum and an ability to personalise student learning to meet the needs of all students. The applicant will be required to: build strong relationships with students, staff, families, and members of the Gilmore Primary School community. Work as part of a team and collaboratively plan with other teachers. effectively use data and evidence to ensure all students continue to improve and show progress toward meeting their personalised learning goals. Willingness to innovate and engage with colleagues through Professional Learning Communities.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Notes: This is a temporary position available from 26 July 2021 up to 26 January 2022 with the possibility of permanency. Selection may be based on application and referee reports only.

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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lili Jankovic (02) 6142 1780 lili.jankovic@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 Operations

South Weston

Arawang Primary

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 03276, several)

Gazetted: 12 July 2021

Closing Date: 19 July 2021

Details: The successful teachers will: Demonstrate the ability to develop and implement, personalised and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students in classes from K to Year 6. Be proficient in the use of data to improve literacy and mathematics outcomes for all students. Have a proven capacity to contribute positively and creatively to professional learning communities. Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures, roles, and responsibilities.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

How to Apply: Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Page (02) 6142 0660 jennifer.page@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

Isabella Plains Early Childhood School

Deputy Principal

School Leader B \$147,337, Canberra (PN: 25277)

Gazetted: 13 July 2021

Closing Date: 27 July 2021

Details: Isabella Plains Early Childhood School is seeking an instructional leader to strategically and operationally lead services in a birth to 8 years old setting. Leadership responsibilities include, but are not limited to: Support the principal to lead a deep and narrow school improvement agenda focused on maximising learning and development growth for all children. Lead the school as a professional learning community with a focus on research based early childhood pedagogies, effective collaboration and data driven practice. Lead curriculum development and implementation and assessment and reporting process across the school, including the Early Years Learning Framework and Australian Curriculum. As Disability Education Coordinator (DECO) lead the school inclusion processes, response to intervention and children's wellbeing including Positive Behaviours for Learning Enhance community partnerships and strengthen connections among and between services. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Early childhood teaching qualifications preferred

How to Apply: Please submit your curriculum vitae and statement of claims based on the five leadership capabilities outlined in the Position Description (maximum five pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Barker (02) 6142 3777 simon.barker@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

Isabella Plains Early Childhood School

Business Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 44886)

Gazetted: 12 July 2021

Closing Date: 26 July 2021

Details: Isabella Plains Early Childhood School is currently looking to fill the position of Business Manager.

In accordance with Directorate Policies this role will require you to:

- Provide high level support to the principal in developing policies and procedures relating to the management of the school and to the implementation of school-based management.
- Supervise the administrative staff of the school to ensure they are delivering a high level of administrative performance and support.
- Coordinate the preparation of budgets, estimates and financial returns; monitor commitments and expenditure.
- Manage buildings, grounds and facilities to ensure maximum benefit is obtained from the resources available.
- Oversee the letting of contracts for the efficient and effective maintenance and servicing of the building, grounds and facilities and manage their delivery to ensure specifications are met.
- Be an active member of the Executive Team which is responsible for the overall operation of the school and act as administrative officer to the Board and its committees.
- Prepare correspondence and assist with the development of guidelines and reports.

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 - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: www.worksafe.act.gov.au/health_safety.

Highly Desirable:

- Working knowledge of the SAS and Xero management systems.
- A Current First Aid certificate or willingness to undertake appropriate training.

Note: This is a temporary position available immediately until 26 January 2022 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the Selection Criteria outlined in the application package (maximum four pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Barker (02) 6142 3777 simon.barker@ed.act.edu.au

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

Service Design and Delivery

Digital Strategy, Services and Transformation

Director – Digital Product Manager - Data

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 33986)

Gazetted: 09 July 2021

Closing Date: 28 July 2021

Details: The Digital Product Manager - Data is passionate about building products that customers love. As part of our critical leadership position you will join a dynamic and fast-paced environment and work with cross-functional teams to design, build and roll-out products that deliver the Education Directorate's vision and strategy. We are looking for an individual who will work with business and technology stakeholders to consult, define and implement digital products for the ACT Education Directorate. Our candidate can define and assure best practice whilst influencing, leading and mentoring others. You will help embed products within our service delivery to ensure the needs of the ACT Education Directorate are met. Our ideal candidate will translate ideas into strategy and features, and follow product development from start to finish. You will be confident in articulating product requirements or roadmaps, and incorporate feedback and input from stakeholders on product suitability. To succeed in this role, you should be a perceptive and creative leader and a reliable problem-solver.

Eligibility/Other Requirements:

Highly Desirable:

Extensive experience in design, analysis best practice

Experience in an Education setting will be highly regarded

Drivers licence with access to a private car

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

How to Apply: In two pages or less tell us:

why you want the role;

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

describe an achievement that you are most proud of.

Please also submit a current curriculum vitae and Two referees with a thorough knowledge of your work

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

Application should be submitted via the Apply Now button below.

Contact Officer: Jennifer Sawade (02) 6205 5305 Jennifer.Sawade@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Director – Digital Product Manager - Google

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 35525)

Gazetted: 09 July 2021

Closing Date: 28 July 2021

Details: The Digital Product Manager - Google is passionate about building products that customers love. As part of our critical leadership position you will join a dynamic and fast-paced environment and work with cross-functional teams to design, build and roll-out products that deliver the Education Directorate's vision and strategy. We are looking for an individual who will work with business and technology stakeholders to consult, define and implement digital products for the ACT Education Directorate. Our candidate can define and assure best practice whilst influencing, leading and mentoring others. You will help embed products within our service delivery to ensure the needs of the ACT Education Directorate are met. Our ideal candidate will translate ideas into strategy and features, and follow product development from start to finish. You will be confident in articulating product requirements or roadmaps, and incorporate feedback and input from stakeholders on product suitability. To succeed in this role, you should be a perceptive and creative leader and a reliable problem-solver.

Eligibility/Other Requirements:

Highly Desirable:

Extensive experience in design, analysis best practice.

Experience in an Education setting will be highly regarded.

Drivers licence with access to a private car.

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

How to Apply: In two pages or less tell us:

why you want the role;

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

describe an achievement that you are most proud of.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Sawade (02) 6205 5305 Jennifer.Sawade@act.gov.au

UCSSC Lake Ginninderra College

Administrative Service Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 51350)

Gazetted: 09 July 2021

Closing Date: 16 July 2021

Details: UCSSC Lake Ginninderra is a Senior Secondary College situated centrally in Belconnen with approximately 650 students and 80 staff. The College is a University of Canberra (UC) Affiliated School, and the site includes the Academy of Future Skills, Registered Training Organisation (RTO – Belconnen), the Academic Excellence Program and Sporting Centres of Excellence. The College has positive partnerships between community organisations and key stakeholders and the site is set up for community use. The College values, to connect, innovate and impact, underpin our learning and working environment. Support staff assist with meeting the academic, learning programs and wellbeing needs of the students, and processes and procedures in the running of a college. A school administrative officer will work on daily operations and management of student services, office tasks/processes and procedures and compliance. You will be required to work collaboratively, have strong written and verbal communication skills, and work with initiative and flexibility. A proven ability to work within a busy environment with competing demands, sound use of ICT, business administration and database management will be an advantage. The successful applicant will possess excellent communication skills, a proven ability to manage and diffuse difficult situations, well-developed problem-solving skills and able to follow through to resolution, demonstrated experience in working in fast paced operational environments that are face to face customer focused. The ability to use tact and discretion in seeking co-operation or requesting information from a variety of sources would be required. The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation as well demonstrate the related signature behaviours.

WHAT YOU WILL DO

- This position is varied and includes the administration support and the day-to-day coordination of a fast-paced education workplace, with particular support to the student services section.
- Work as part of a team to provide operational, administrative, and technical support to the college as required.
- Work with ICT and administrative and business processes including input of information on Directorate databases, data collection and information and prepare reports as required.
- Provide appropriate advice and support on routine accreditation, enrolment, and student related matters.
- Provide a confidential customer focus and high level of client service to internal and external stakeholders.
- Supervise, plan, implement and coordinate the provision of support services which include but are not limited to business services, keyboarding, photocopying, record keeping, database management: undertake responsibility for staff training in these matters
- Undertake operational/administrative tasks as required.

WHAT YOU WILL REQUIRE

- Experience working within a similar role; the successful applicant will provide high level customer service, display initiative, work within a team environment, organise workloads, set priorities and meet deadlines under minimal supervision.
- High level interpersonal and oral and written communication skills to enable effective liaison on sensitive and confidential issues with students, staff, internal and external stakeholders.
- High level of attention to detail, and the capacity to use appropriate computer technology in the preparation of reports, spreadsheets, and databases such as the Directorate's ICT systems.
- Knowledge of the ACT senior secondary college routine accreditation procedures.
- Ability to monitor workloads and provide on the job training in a manner consistent with Directorate policies.
- Ability to apply equity and diversity, participative management and occupational health and safety principles and practices in the workplace.

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: The online application form requires a written response addressing the Selection Criteria and a curriculum vitae to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Burke (02) 6142 0222 nicole.burke@ed.act.edu.au

Business Services

Infrastructure Capital Works

Capital Upgrades

Senior Project Officer

Infrastructure Officer 2 \$89,008 - \$102,403, Canberra (PN: 01466)

Gazetted: 12 July 2021

Closing Date: 19 July 2021

Details: This position is required to manage the delivery of capital works projects within ACT Public Schools while working cohesively as part of the Capital Upgrades team and undertake project investigations and facilitate the preparation of design briefs, project estimates, project programs and risk management plans. The successful applicant should have the ability to establish and maintain strong communication links with each school and assist with coordination and delivery of the works so as to minimise disruption to the schools' normal operation and manage the contractor procurement process, conduct regular site visits, ensure that WHS practices are fully implemented and inspect the final works, ensure defects are rectified and process invoices.

Eligibility/Other Requirements:

- Possession of a 'white card' or willingness to complete the required training.
- Asbestos awareness training certificate or willingness to complete the required training.
- 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 - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

How to Apply: Please provide a current curriculum vitae, two-page response to the Selection Criteria and the details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Pragati Peswani (02) 6205 9370 pragati.peswani@act.gov.au

Business Services

Infrastructure Capital Works

Capital Upgrades

Project Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 36650)

Gazetted: 12 July 2021

Closing Date: 19 July 2021

Details: This position is required to manage the delivery of 'low risk' and minor capital works projects within ACT Public Schools while working cohesively as part of the Capital Upgrades team and under general direction, undertake project investigations and facilitate the preparation of design briefs, project estimates, project programs and risk management plans. The successful applicant should have the ability to establish and maintain strong communication links with each school and assist with coordination and delivery of the works so as to minimise disruption to the schools' normal operation and manage the contractor procurement process, conduct regular site visits, ensure that WHS practices are fully implemented and inspect the final works, ensure defects are rectified and process invoices. For further information in regard to the role please contact Pragati Peswani 6205 9370 or Pragati.Peswani@act.gov.au

Eligibility/Other Requirements:

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

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

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

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

How to Apply: Please provide a current curriculum vitae, two-page response to the Selection Criteria and the details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Pragati Peswani (02) 6205 9370 Pragati.Peswani@act.gov.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

Climate Change and Energy Division

Climate Change and Energy Programs

Energy Efficiency Compliance and Auditing

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 34728)

Gazetted: 14 July 2021

Closing Date: 30 July 2021

Details: Are you an enthusiastic and motivated compliance and auditing professional who has worked in, or has relevant experience or interest in energy efficiency related roles? Are you a good communicator and project manager, who sees the value of data management and analysis, with a desire to provide timely and accurate information, and the ability to deliver multiple priorities simultaneously? We're looking for an enthusiastic person who can handle a wide range of regulatory compliance and auditing tasks, ranging from reviewing and developing regulatory legislation to coordinating data management projects and contracts, conducting audits and compliance checks, reviewing and developing procedures and communicating with and managing stakeholders on matters of compliance. In this specialist position you will develop, deliver and evaluate best practice compliance and auditing projects in line with the ACT Government's Climate Change Strategy 2019-2025 and related legislation, and identified Environment, Planning and Sustainable Development Directorate (EPSDD) priorities. Specifically, the occupant of this position will assist implementing the Energy Efficiency Improvement Scheme (EEIS). You will work collaboratively to deliver effective and well-evidenced briefs, reports, data management and analysis and stakeholder engagement activities to meet statutory deadlines.

Eligibility/Other Requirements:

- Relevant qualifications and/or two years' experience working professionally in the fields of compliance and auditing, energy, or energy efficiency is desirable.
- The ability to work flexibly across regulation, policy and program delivery with an energetic and outcomes-focussed team.
- Prior public sector experience is favourable, but not essential.

Note: This is a temporary position available immediately up until 30 June 2022 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 in an activity-based working environment (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a supporting statement of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cat Cullen (02) 6207 8295 cat.cullen@act.gov.au

Suburban Land Agency

Program Solutions

Community Development and Engagement

Community Development and Event Manager

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 51431)

Gazetted: 14 July 2021

Closing Date: 21 July 2021

Details: Are you a self-driven person who is passionate about the Canberra community, and interested in innovative engagement delivery? As part of a vibrant team, the responsibility of Community Development and Event Manager will be to develop and implement a range of initiatives as part of the 'Mingle' Community Development Program for the Suburban Land Agency. The role delivers the program in the northside suburbs of Throsby and Taylor. The role requires the coordination of the program across multiple suburbs and includes community liaison, mentoring, facilitating stakeholder partnerships and event logistics. It also involves coordinating the marketing activities of the program including resident communications, digital marketing, public relations opportunities and social media. The role works in a fast-paced environment with a focus on residents and stakeholders. We are looking for a dedicated and flexible team player who is passionate about community development, marketing and events. This position is for a period of four months only, with the possibility of extension up to six months. There is a requirement to occasionally work after hours and on weekends. 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:

Note: This is a temporary position available immediately from 10 August 2021 until 10 December 2021. This position is available to ACT Government officers and employees only. 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: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Mayumi Piper (02) 6205 3146 Mayumi.Piper@act.gov.au

Fire, Forests and Roads

Senior Planner, Bushfire and Forests

Senior Professional Officer Grade B \$131,773 - \$148,344, Canberra (PN: 14638)

Gazetted: 14 July 2021

Closing Date: 21 July 2021

Details: The ACT Parks and Conservation Service (PCS) is a branch of the Environment, Planning and Sustainable Development Directorate (EPSDD) with responsibility for planning and ongoing management of our parks, reserves and commercial forests. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra. In addition PCS manages a commercial forestry estate on behalf of the ACT Government providing a broad recreation facility, carbon capture and an economic return for the ACT community.

A core function of the ACT Parks and Conservation Service is the planning, preparation and management of fire in the landscape and to incorporate Ngunnawal cultural burning knowledge and aspirations and ecological burning objectives. An opportunity exists for a suitably qualified, innovative and experienced strategic planner to join our team. As a member of the leadership team within the PCS Fire, Forest and Roads team, the successful applicant will lead and manage the complex and highly visible PCS bushfire and commercial forestry planning functions.

Eligibility/Other Requirements: A relevant degree level qualification in Forestry, Natural Resource Management or equivalent with a particular focus on fire management, commercial forestry management and fire planning from an Australian tertiary institution, or a comparable overseas qualification, is a mandatory requirement of the position. The successful applicant will have extensive technical/professional knowledge, high level experience and understanding of the principles of forest fire management with high level skills in incident management, fire modelling, forestry modelling, scheduling of treatments and risk mitigation. 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 -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. This position is classified as "Fire Trained Employee" under the ACT Public Sector Technical and Other Professional Enterprise Agreement 2018-2021. Bushfire related activities, including bushfire suppression and rostered standby, are a mandatory component of the position. Appointment/promotion/transfer to the position is conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment.

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

How to Apply: Applications must address the Selection Criteria (detailed in the Position Description) with no more than half a page per criteria. Applications that do not address the selection criteria will not be assessed.

Applications should be submitted via the Apply Now button below.

Contact officer: Neil Cooper (02) 6207 2488 Neil.Cooper@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

Admin Team

Office Manager

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 09718)

Gazetted: 08 July 2021

Closing Date: 26 July 2021

Details: Are you an enthusiastic and motivated administration professional looking for a challenge? Then we have the job for you! We are looking for an experienced Office Manager for a small but busy office. The job responsibilities are broad, with the main tasks being: collating and distributing commission meeting papers; arranging meetings, travel and accommodation; handling straight-forward correspondence; managing the website and records management system (Objective); and managing the asset register, security pass register, stationery and supplies, and other simple procurements. You will also coordinate the office relocation planned for October and participate in the precinct accommodation committee. You have strong organisational skills and can manage multiple tasks with different priorities. You understand ACT Government administrative processes, have a professional and collaborative approach to work, and enjoy working in a small team. Ideally, you are skilled in using Objective and Squiz Matrix. In return, we offer a friendly, positive and supportive team environment and flexible work arrangements. The work is varied, and every day is different. 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 full time permanent position, job share for two part time position's will be considered. Applicants are encouraged to phone the Contact Officer to discussed part time job share working arrangements. The full-time salary noted above will be pro-rata for part time positions. Experienced Office Managers who are interested in working part-time are encouraged to apply. 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 send your curriculum vitae, details of two referees, and a one-page pitch explaining why you are interested in this role and how your Skills and Experience match the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Annette Weier (02) 6207 3150 annette.weier@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Community Operations

Senior Director, Community Operations

Senior Officer Grade A \$153,041, Canberra (PN: 39826)

Gazetted: 14 July 2021

Closing Date: 28 July 2021

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated and career-oriented person to fill the role of Senior Director, Community Operations (SOGA). Community Operations supports and supervises offenders who are subject to community based supervision orders or a community service work condition. Community Operations works to reduce recidivistic behaviours as well as ensuring offender compliance with court imposed conditions. The Senior Director, Community Operations, will provide strong, ethical and highly visible leadership and management to the Community Operations Unit. You will also support Team Leaders to ensure best practice and contemporary service delivery, as well as supporting them to operationalise new projects and ongoing initiatives including implementation and compliance with policy and procedures. Further to this, you will lead quality improvement, research, and evaluation for Community Corrections and provide high-level written and verbal advice to the Assistant Commissioner, including the preparation of complex reports, submissions briefs, research and correspondence for the Executive, as required. In addition, you will ensure all staff within the function provide a respectful, safe and decent environment for all offenders, staff and other stakeholders. Ensuring that the Agency's values are at the forefront of functional work. To be successful you will possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities. You will also demonstrate an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable.

Driver's licence (Class C) is essential.

This position requires a pre-employment medical.

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

How to Apply: Applicants are required to submit three items:

a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements;

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and

A copy of their driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruno Aloisi (02) 6205 0547 bruno.aloisi@act.gov.au

Spatial Services Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 07398)

Gazetted: 13 July 2021

Closing Date: 30 July 2021

Details: ACT Emergency Services Agency (ESA) is seeking a highly motivated GIS expert to join its Spatial Services team in the role of Spatial Services Officer. This is a rare opportunity to join ESA in a specialist role providing centralised spatial expertise using the latest GIS software to ACT's front line emergency services. If you have been looking for a rewarding career with a strong community focus, then apply today to join our team of teams. As part of a team, the position also performs operational activities in support of emergency operations.

Eligibility/Other Requirements: A Diploma, Advanced Diploma or qualifications relevant to the role are highly desirable. Experience working in an emergency services or high pressure environment is highly desirable.

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

The occupant of this position may be required to undertake part of the duties outside normal business hours and on weekends in response to emergencies.

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

How to Apply: Please provide a written application that addresses the requirements of the position in a two-page pitch, along with your curriculum vitae, two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steve Forbes (02) 6205 5235 Steve.Forbes@act.gov.au

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

Senior Director Emergency Management Policy

Senior Officer Grade A \$153,041, Canberra (PN: 27615)

Gazetted: 13 July 2021

Closing Date: 27 July 2021

Details: The Senior Director Emergency Management Policy position is responsible for leading the team within the Security and Emergency Management Division responsible for the development and delivery of emergency management policy and programs. This includes implementation of recommendations from the Royal Commission into National Natural Disaster Arrangements, strengthening whole of government emergency management arrangements and the development of the ACT's disaster recovery policy. The position will represent the ACT on national committees and forums, and, will work closely with representatives of other governments to progress national emergency management policy and programs. The position will also work closely with the other Senior Director, Executive Branch Manager and the Executive Group Management to deliver the strategic business objectives of the division. The successful candidate will possess highly developed management skills preferably within a policy development environment. The possession of high level written, collaboration and liaison 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Please note that the Senior Director's position is a designated security assessed position. The successful candidate must acquire and maintain a Negative Vetting 1 National Security Clearance. The ability to work outside of normal business hours including weekends to support the emergency management arrangements of the ACT.

Notes: This position will work in 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 an expression of interest that addresses the requirements of the position. Please include a curriculum vitae and the names of two referees. Applications should be submitted via the Apply Now button below.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bren Burkevics (02) 6207 8628 Bren.Burkevics@act.gov.au

Courts and Tribunal

Registrar's Office (Magistrates Court)

Operations Manager, Coroners and Forensic Medicine Centre

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 51708)

Gazetted: 09 July 2021

Closing Date: 16 July 2021

Details: The ACT Courts and Tribunal is seeking an Operations Manager to ensure effective operation of coronial matters and the Forensic Medicine Centre (FMC). The Operations Manager will assist the Registrar of the Magistrates Court and Counsel Assisting the Coroner in the work of the Coroners Unit, including strategic management of a multidisciplinary team and the operations of the FMC. The successful applicant will be required to handle sensitive and protected information and will be required to fulfil this role in line with legislation, policy, procedures and protocols. The successful applicant will also have the ability to respect individual differences in bereaved persons through patience, compassion, courtesy, non-judging and non-discriminatory behaviours. The successful applicant will possess excellent organisational, interpersonal and communication skills and will be self-motivated, demonstrate professional resilience and be an effective team member. The nature of the organisation is such that staff may be exposed to sensitive material or information that may be confronting and culturally sensitive. The ACT Courts and Tribunal 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: This position requires a pre-employment medical.

Notes: This is a temporary position available immediately for a period up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Your application should include a written response of no more than two pages that outlines your ability and experience to perform the role by addressing the Professional/Technical Skills and Knowledge and

Behavioural Capabilities found in the Position Description, and a current curriculum vitae including the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helen Banks (02) 6207 1203 helen.banks@courts.act.gov.au

Emergency Services Agency

People, Culture and Training

Health and Fitness

Director, Health and Fitness

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 46868)

Gazetted: 09 July 2021

Closing Date: 23 July 2021

Details: Are you a motivated, highly experienced, and collaborative Health and Fitness professional with experience in developing and leading wellbeing and physical fitness programs? The ACT Emergency Services (ACTESA) requires an experienced professional to support front line, support staff and volunteers in achieving and maintaining their fitness and wellbeing to maximise operational capability. You will utilise your skills in developing health and fitness programs based on exercise science, nutrition and evidence-based research to promote positive, proactive wellness practices for individual staff and volunteers. A key element of this role is to contribute to ACTESA's culture of wellness through building and maintaining successful collaborative partnerships between internal and external stakeholders, as well as relevant bodies to inform program development. Discretion and confidentiality of personal information shared by or related to employees is paramount. This position may be required to supervise staff.

Eligibility/Other Requirements: Professional qualifications in fitness, personal training /sport, or a related field together with knowledge of the emergency services sector and volunteer management would be desirable.

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

How to Apply: Applicants should submit a response of no more than **two pages** addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees.

See the attached Position Description for further information about the role.

Applications should be submitted via the Apply now button below.

Contact Officer: Tina Cox (02) 6207 2362 Tina.Cox@act.gov.au

ACT Courts and Tribunal

ACT Civil and Administrative Tribunal

ACAT Registry Operations

Assistant Director ACAT (Operations and Administration)

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 38035)

Gazetted: 08 July 2021

Closing Date: 22 July 2021

Details: The ACT Civil and Administrative Tribunal (ACAT) is seeking a dedicated and enthusiastic person to perform the role of Assistant Director (Property and Administration). You will be responsible for delivering high quality business services, managing the ACAT's administration functions to enable the delivery of client focused tribunal services, including facilities and accommodation management, security and emergency response capability, finance, member remuneration and maintaining important partnerships and working relationships. Working closely with the Senior Director, you will assist in setting and delivering operational and corporate priorities of the branch. You will assist with building organisational; capability and responsiveness, including continuous improvement, lead change and manage stakeholder engagement. You will be required to handle sensitive and protected information and will be required to fulfil the role in line with legislation, policy, procedures, and protocols with a high degree of maturity and sensitivity.

Eligibility/Other Requirements: This position is subject to a National Police Check.

Notes: This is a temporary position available immediately until 31 January 2022 with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide a curriculum vitae and a personal pitch (the pitch is to be a maximum of two pages) and details of your two referees (one of which must be your current supervisor/manager). In your

pitch, please explain why you are the best person for the job and how you meet the Professional / Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brenton Hutchison (02) 6207 1438 brenton.hutchison@act.gov.au

ACT Emergency Services Agency

Commissioner's Office

Youth Development Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52461)

Gazetted: 09 July 2021

Closing Date: 23 July 2021

Details: The ACT Emergency Services Agency has an exciting opportunity for a highly motivated person to join our 'team of teams' as our new Youth Development Officer. In this position you will have the opportunity to design, develop and coordinate all aspects of the Youth Development Program. You will work with our volunteers to deliver the program to a diverse group of young people through a range of school, social and community networks. 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: We are looking for a dynamic individual who has demonstrated experience working with a range of stakeholders and who has experience in community development and the delivery of services to young people, particularly vulnerable young people. Qualifications in community development, youth, social work or equivalent would be an advantage. Please note there will be some after hours and weekend work required in this position.

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

How to Apply: Interested applicants are requested to submit a two-page pitch outlining their claims against the Position Description. Applicants are also asked to include a current curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janelle Wheatley (02) 6205 4713 Janelle.Wheatley@act.gov.au

ACT Courts and Tribunal

ACT Civil and Administrative Tribunal

ACAT Registry Operations

Assistant Director, ACAT Operations (People and Registry Performance)

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52364)

Gazetted: 08 July 2021

Closing Date: 22 July 2021

Details: The ACT Civil and Administrative Tribunal (ACAT) is seeking a dedicated and enthusiastic person to perform the role of Assistant Director (People and Registry Performance).

You will be responsible for delivering high quality registry services, managing the ACAT's registry functions to enable the delivery of client focused tribunal services, including people management, procedure and workflow management, data and information management and maintaining important partnerships and working relationships. Working closely with the Senior Director, you will assist in setting and delivering operational and corporate priorities of the branch. You will assist with building organisational; capability and responsiveness, including continuous improvement, lead change and manage stakeholder engagement.

You will be required to handle sensitive and protected information and will be required to fulfil the role in line with legislation, policy, procedures, and protocols with a high degree of maturity and sensitivity.

Eligibility/Other Requirements: The position is subject to a National Police Check.

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

How to Apply: Applicants should provide a curriculum vitae and a personal pitch (the pitch is to be a maximum of two pages) and details of your two referees (one of which must be your current supervisor/manager). In your pitch, please explain why you are the best person for the job and how you meet the Professional / Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brenton Hutchison (02) 6207 1438 brenton.hutchison@act.gov.au

Legal Aid Commission

Legal Aid ACT

Client Services

Grants Officer/Graduate Lawyer

Legal 1 \$69,609 - \$79,073, Canberra (PN: 1252)

Gazetted: 12 July 2021

Closing Date: 2 August 2021

Details: Legal Aid Commission (ACT) is seeking suitably qualified persons to fill the Grants Officer role in the Client Services Unit. The function of a Lawyer in Client Services (Grants Officer) is to assist in the exercise of delegated power to assess applications for grants of legal assistance in specified classes of matters; approve funding on grants of legal assistance, assist in providing policy advice; and under supervision draft documents (including guidelines and complex correspondence).

Eligibility/Other Requirements: Eligibility to hold a restricted Practising Certificate in the ACT is required.

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

How to Apply: Applications should specifically address each of the Selection Criteria. Short listing for interview and selection will be based on claims and examples against these criteria.

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

Contact Officer: Amy Eager (02) 6243 3477 HR@legalaidact.org.au

Legal Aid ACT

Litigation Practice

Criminal Practice

Executive Lawyer (Head of Practice)

Legal 5 \$150,569 - \$161,488, Canberra (PN: 1202)

Gazetted: 12 July 2021

Closing Date: 2 August 2021

Details: Legal Aid Commission (ACT) is seeking suitably qualified persons to fill the Head of Criminal Practice. The successful applicant will be required to work in a team of lawyers and support staff. The role requires you to conduct an effective legal aid service providing high volume and intensive case management to disadvantaged and vulnerable clients. The Executive Lawyer, Legal 5, will be a member of the Commission's leadership group and will be expected to implement the Commission's strategic vision for service delivery. This position will have overall management responsibility for the Criminal Practice. The position has key responsibility for the professional development and performance of staff. The Executive Lawyer may also be required to attend Commission board meetings and represent the Commission in government and non-government forums.

Eligibility/Other Requirements: Eligibility to hold a restricted Practising Certificate in the ACT is required.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

For more information and how to apply click "here"

Contact Officer: Dr John Boersig (02) 6243 3426 hr@legalaidact.org.au

Major Projects Canberra

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

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

Project Development and Support

Project Management Office

Risk Advisor

Infrastructure Manager/Specialist 1 \$170,489, Canberra (PN: 52553)

Gazetted: 13 July 2021

Closing Date: 27 July 2021

Details: Are you our new Risk Advisor?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you! Led by the Executive Group Manager, the Project Development and Support group provides leadership and contributes strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance. The Division is responsible for business case development and planning of major projects, project management support, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government. The Project Management Office Branch is part of the Project Development and Support Group. The PMO Branch consists of the Project Controls Team; Prequalification and Contracts Team and the Project Management and Reporting System (PMARS) Team. The position is within the Project Controls Team. The Project Controls Team are responsible for providing project management leadership and delivering review, verification and validation of project controls functions to the Designated Projects and the Infrastructure Delivery Partner Group. The Risk Advisor will report to the Project Controls Lead. The Risk Advisor will work with the Project Controls Lead and as part of the Project Controls Team to develop and implement the MPC Project Delivery Framework Risk Management Approach which will outline how MPC manages risk through its delivery of project and contract administration functions. 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. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

Eligibility/Other Requirements:

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture - a three year degree or higher qualification accredited by an Australian State or Territory

Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

A Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

ii) certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

iii) have a least 10 years relevant experience in Project Management.

Notes: This is a temporary position available immediately for a period of two years 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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge

as well as Behavioural capabilities, a current curriculum vitae, copies of relevant degree and qualifications and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ralf Sieberer (02) 6205 4613 ralf.sieberer@act.gov.au

Project Development and Support

Project Management Office

Director Management Systems

Infrastructure Officer 5 \$158,994, Canberra (PN: 52554)

Gazetted: 13 July 2021

Closing Date: 27 July 2021

Details: Are you our new Management Systems Director.

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you! Led by the Executive Group Manager, the Project Development and Support group provides leadership and contributes strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance. The Division is responsible for business case development and planning of major projects, project management support, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government. The Project Management Office Branch is part of the Project Development and Support Group. The PMO Branch consists of the Project Controls Team; Prequalification and Contracts Team and the Project Management and Reporting System (PMARS) Team. The position is within the Project Controls Team. The Project Controls Team are responsible for providing project management leadership and delivering review, verification and validation of project controls functions to the Designated Projects and the Infrastructure Delivery Partner Group. The Director Management Systems will report to the Project Controls Lead. The Director Management Systems will work with the Project Controls Lead and as part of the Project Controls Team to develop and implement the MPC Project Delivery Framework which will outline how MPC delivers its project management and contract administration functions. 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. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

Eligibility/Other Requirements: Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

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

Notes: This is a temporary position available for a period of two years 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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae, copies of relevant degree and qualifications and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ralf Sieberer (02) 6205 4613 ralf.sieberer@act.gov.au

City Projects Unit

Senior Manager

Infrastructure Manager/Specialist 1 \$170,489, Canberra (PN: 52398)

Gazetted: 12 July 2021

Closing Date: 26 July 2021

Details: The City Projects Unit (CPU) within Major Projects Canberra has two infrastructure delivery streams. The Unit has full authority for the delivery of a designated project, the Canberra Theatre Centre Expansion and Redevelopment, and delivers a range of urban design, planning and placemaking projects on behalf of the City Renewal Authority (CRA). The CPU reports to the Project Director for the Canberra Theatre Centre Expansion and Redevelopment and works closely with the City Renewal Authority to create new spaces and places within the city precinct that are of exemplary design quality, excite interest and participation, and stimulate new investment. The

CPU provides advice to the CRA in relation to planning, city project coordination and business case approval processes, and delivers design, construction and defects phases of projects. The Senior Manager is a significant role within the City Projects Unit, primarily responsible for providing sound, evidence-based advice and direction for the delivery of infrastructure projects that have significant urban renewal and placemaking objectives including the planning, procurement, tendering, due diligence, design development, construction, and post construction completion phases. The Senior Manager will also provide leadership to a small team of infrastructure project managers and oversee the team's application of a strong governance and project management framework to deliver capital works projects in accordance with business standards and legislative 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 diverse people and those who identify as LGBTIQ are encouraged to apply. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

Eligibility/Other Requirements:

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields: Engineering – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or Architecture - a three-year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or Project Management – either: i) a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or ii) certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or iii) have a least 10 years relevant experience in Project Management, as prescribed in the attached work level descriptors.

Desirable

- Specific expertise in urban renewal and urban design project delivery is highly desirable.
- Experience in completing complex multi-disciplinary public infrastructure projects.
- Landscape Architecture or Urban Design a three year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional (including recognition of equivalent overseas qualifications) and a minimum of ten years experience in a relevant field.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than three pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees. Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophie Gray 0401 674 387 sophie.gray@act.gov.au

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

CIT Campus - Woden Project

Assistant Project Manager

Infrastructure Officer 3 \$112,145 - \$123,104, Canberra (PN: 49556, several)

Gazetted: 09 July 2021

Closing Date: 23 July 2021

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you! The ACT Government is investing around \$230 million in a

purpose-built CIT campus and youth foyer and a further \$50 million in a new public transport interchange for Woden, to stimulate the local economy and support the urban renewal of Canberra's southern hub. CIT Campus – Woden will see 22,500sqm of educational, community and transport facilities built in a central, well-connected part of Woden. The CIT Campus - Woden Project Team is responsible for the planning and delivery of a new CIT Campus to be developed on the site of the existing Woden bus interchange and layover facilities. The project will also include development of a new transport interchange for buses and light rail alongside the new CIT Campus in Callam Street, Woden and supporting layover facilities in Launceston Street and Easty Street. The new CIT Campus at Woden will represent the largest single investment in CIT infrastructure and will create a future-proofed "Smart Campus" with innovative environmentally sustainable design and digital learning capability as well as contemporary face to face learning environments. The new world class campus facilities will provide students with a future focused campus experience, enhanced industry engagement, start-up incubation and a modernised urban realm for the Woden Community. The project will also include a new building to be developed at the CIT Bruce Campus to accommodate a group currently located at CIT Reid. The CIT Campus – Woden Project Team will lead the project planning, procurement, delivery and eventual transfer of the new facilities, in close consultation with CIT, the CIT Campus-Woden Project Board and other key stakeholders. The development of the CIT Campus-Woden will incorporate extensive sustainable design, Building Information Modelling (BIM) and Smart Precinct/Campus (SP/C) features in the context of the new CIT Campus and Transport Interchange. The Assistant Project Manager will be required to ensure the project adheres to the government's statutory processes and policies as well as implements value for money planning, design, and construction solutions for each package of this project in line with the Government Procurement Act 2001 (ACT), Workplace Health and Safety Act 2011 (ACT), Secure Local Jobs Code, and the Capital Framework. The Assistant Project Manager is required to provide technical support, assist with the management of project assignments within the team, and maintain and manage business standards and documentation required to support individual projects. The candidate will also research and provide advice on technical issues and policies, and their implications in project development and delivery. 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. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

Eligibility/Other Requirements:

Mandatory:

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

Relevant building degree; or

Significant level of building or Infrastructure knowledge and/or project management experience.

Desirable:

Commensurate level of building or Infrastructure knowledge and/or project management experience.

Class C drivers' licence.

Experience managing Design and Construct, and/or the General Contract 21 (GC21) forms of contract.

Urban planning and Development Application experience.

Road and transport infrastructure development experience.

Notes: This is a temporary position available immediately for a period up to four years. 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. The IO3 Assistant Project Manager(s) will report to one of the two, Project Managers (IO4). This will be agreed upon commencement of the role and will remain for the term of the employment

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Harriet Spring 0414 832 771 harriet.spring@act.gov.au

Infrastructure Delivery Partners

Commercial Project Management

Senior Project Manager

Infrastructure Officer 4 \$132,911 - \$151,004, Canberra (PN: 29485)

Gazetted: 12 July 2021

Closing Date: 28 July 2021

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you! The infrastructure branches of Social, Commercial and Civil provide advice to Directorates, Agencies, Territory Entities and Treasury in relation to the planning and business case approval process for the majority of the capital works program, and deliver the design, construction and post completion phases of the capital works projects. This includes buildings such as education facilities, emergency services facilities and justice facilities; health infrastructure projects; capital upgrades of ACT Government building assets; landscaping projects; and civil works such as roads, stormwater, street-lighting; transport and works associated with land release. The three branches manage approximately \$600 million of capital works each year. The Commercial Infrastructure Branch delivers capital works and infrastructure projects across the ACT Government portfolios, undertaking tendering, risk management, contract management and project management activities. Their remit includes education facilities, municipal buildings, cultural facilities, arts, public parks and sporting venues. The Commercial Infrastructure branch also develops and implements innovative procurement and construction techniques for new approaches to project delivery. Under limited direction and in line with corporate objectives, you will apply high order infrastructure project management and procurement skills to the delivery of a broad range of design and construction projects for the ACT Government. This position reports to an Infrastructure Project Director in IDP and may lead a small team of people. 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. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

Eligibility/Other Requirements:

Mandatory

- hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or
- hold a relevant building degree; or
- have significant building or Infrastructure knowledge and/or project management experience.

Desirable:

- Trade certification with significant building and infrastructure and/or project management experience.
- Experience in the delivery of education facilities.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Young (02) 6205 2074 kelly.young@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

Libraries ACT

Training Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 41836)

Gazetted: 13 July 2021

Closing Date: 30 July 2021

Details: This position is responsible for the management and delivery of Libraries ACT specific training needs. This includes analysis of training, design and development, procurement, administration and reporting and professional development expectations. Coordinating compliance in regard to Transport Canberra and City Services (TCCS) core

training and eLearning expectations are also part of the administrative tasks. This position requires the ability to develop and maintain strong networks with Libraries ACT Teams, Directorate Training Teams and external training service providers. Knowledge competency-based training requirements is essential.

Eligibility/Other Requirements: Highly desirable - Certificate IV in Training and Assessment or preparedness to obtain within the first 12 months.

A recognised qualification in Library and Information Studies (as defined by ALIA), or a related discipline is desirable.

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

How to Apply: Please address all Selection Criteria and submit with an up-to-date curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penny Davies (02) 6207 5721 Penny.Davies@act.gov.au

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

Transport Canberra and Business Services

Capital Linen Service

Assistant Director Asset Delivery Team

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52659)

Gazetted: 14 July 2021

Closing Date: 9 August 2021

Details: As part of Territory and Business Services, Capital Linen Service (CLS) provides a managed linen service to a wide range of clients in the ACT, which include public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions and emergency services. Working under the Senior Director Business Management, the Assistant Director Asset Delivery Team, will manage the Asset Deliver Team (ADT) to support CLS objectives through the successful delivery of projects, asset delivery and the management of CLS contracts. The ADT will manage the coordination, reporting and governance related to change management processes, including development of project and procurement frameworks, liaising with teams, departments and subject experts, establishing and managing reporting accountabilities, driving effective and timely project outcomes as well as the ongoing management of contracts and budgets to ensure deliverables in line with CLS strategic objectives. The position plays a senior and central role in building and maintaining effective relationships with key internal stakeholders, TCCS Procurement, ACT Procurement and external suppliers as well as ensuring the efficient and effective management of a small engaged and motivated team. 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 peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualification and/or over 5 years' experience in a similar senior project management role is highly desirable

This position is temporary with the possibility of permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.'

Must be able to work some weekends, public holidays or out of hours

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

How to Apply: In no more than four pages, along with a current curriculum vitae, please tell us why you are suited to this role by addressing the criteria that is listed in the 'What you require' section of the Position Description.

Please also include the names and contact details of three referees and copies of referenced qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Chamberlain (02) 6213 3274 peter.chamberlain@act.gov.au

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

Strategy, Planning and Policy

Senior Director

Senior Officer Grade A \$153,041, Canberra (PN: A20254)

Gazetted: 08 July 2021

Closing Date: 22 July 2021

Details: The Senior Director Strategy, Planning and Policy is responsible for leading a team of ACT public servants, consultants and contractors to develop the Public Transport Strategy, supporting policies and plans, as well as monitoring public transport performance. The Senior 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. The Senior Director Strategy, Planning and Policy manages key stakeholder relationships across the Territory, resolves issues and delivers quality outcomes consistent with the strategic direction of Transport Canberra. As a senior leader within Transport Canberra and City Services (TCCS), this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style. This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles. The Senior Director Strategy, Planning and Policy will: Lead the development and implementation of the Public Transport Strategy, key projects, strategies, policies, and strategic business cases. Develop and implement key performance indicators to monitor and evaluate public transport performance and efficacy. Build and maintain effective relationships with stakeholders, and undertake high-level liaison and negotiations with service providers, government agencies, and other stakeholders, as required. Work closely with internal and external stakeholders to build and manage collaborative and strategic relationships. Provide strategic advice that is supported by rigorous analysis, good judgement and experience in a clear, concise and easy to understand format, including preparing complex written briefs, advisory notes, presentations, correspondences, reports and documentation. This position has direct supervision of six ACT public service staff, as well as consultants and contractors. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available for six months with the possibility of extension and/or permanency. This position is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please address the Selection Criteria under the "What You Require" section, include a current curriculum vitae and details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Judith Sturman (02) 6205 2639 Judith.Sturman@act.gov.au

City Services

City Presentation

Licensing and Compliance

Land Use Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 45560)

Gazetted: 08 July 2021

Closing Date: 22 July 2021

Details: Licensing and Compliance (LandC) is seeking highly motivated people to join the Land Use Licensing team. The team is responsible for coordinating the access and use of public unleased land in the territory. Currently based at Reid, the team is responsible for administering licences and permits for public land use and works with the community and government agencies to activate public land including:

Small private activities or events

Large public or commercial events

Construction activities

Commercial or community long term use

As a Land Use Officer, you will be responsible for the review and processing of municipal, event and long term land use requests. Your responsibilities include: Operate as the primary community stakeholder contact for procedural land use matters

Process and evaluate land use applications via the Land Use Booking system, in line with the associated legislation, procedures and regulatory frameworks

Process land use fee payments, fee scheduling, invoicing and the receipt of public monies via Cashlink and The Land Use Booking system

Provide input for high level document drafting, including Standard Operating Procedures, ministerial correspondence, letters to stakeholders, reports etc.

Liaise with other areas of TCCS, ACT Government and Commonwealth authorities, contractors, staff and members of the public.

Assist with operational duties and support the Public Land Use Team as required

Operate within an Activity Based Working environment, with the ability to work remotely, such as home office as required

Eligibility/Other Requirements:

Mandatory:

Permanent Resident of Australia.

Driver's licence Class 'C' or higher drivers Licence is essential.

This position does require a pre-employment medical check

Desirable:

Experience in working in customer service.

Administration of office-based information technology including Microsoft Office Suite, Cashlink and Objective.

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: Please submit a written application addressing the Selection Criteria (no more than two pages), 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: Pamela Ellis (02) 6205 8538 Pamela.Ellis@act.gov.au

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

Chief Operating Officer

Finance

Finance Applications Manager

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 49735)

Gazetted: 09 July 2021

Closing Date: 23 July 2021

Details: This position facilitates the implementation of the Oracle Procurement Contracts Cloud Module across the Directorate in line with the Whole of Government roll out. The position involves liaison with all stakeholders in the Business units to successfully implement the module and provide support and training. As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style. This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide a two-page written response that provides evidence of your suitability to the role. Include examples that clearly demonstrate your relevant experience, skills, knowledge and behavioural capabilities. Please also attach a current curriculum vitae and provide names/contact details for two referees (one of which, should be your current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Tassany Price (02) 6205 9961 Tassany.Price@act.gov.au

Worksafe ACT

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

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

Executive

Executive Officer and Manager, Strategic Coordination

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 51832)

Gazetted: 13 July 2021

Closing Date: 20 July 2021

Details: The Executive Officer and Manager, Strategic Coordination works under limited direction and provides high level operational and strategic support to the WHS Commissioner and Deputy Work Health and Safety (WHS) Commissioner on a wide range of complex organisational and government business issues. The issues vary depending on operational requirements and requires high levels of professionalism, discretion, tact and diplomacy due to their sensitivity. The role will require the professional management of internal and external relationships with senior staff and stakeholders including the Minister's Office. It will act as the main point of contact for WorkSafe ACT on a wide number of issues.

Eligibility/Other Requirements:

Sound knowledge and understanding of government operations.

Effective leadership and teamwork skills and proven experience working in a busy environment with changing priorities.

Relevant tertiary qualifications would be desirable but not essential.

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

How to Apply: Your application should include your current curriculum vitae, two page pitch addressing the criteria under 'Ideal Candidate' and one written referee report.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Craig (02) 6207 5415 Andrew.Craig@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Senior Information Technology Officer Grade C \$111,887 - \$120,436

Damian Vella, Section 68(1), 13 July 2021

ACT Teacher Quality Institute

Senior Officer Grade C \$110,397 - \$118,832

Michael Plenty, Section 68(1), 12 July 2021

Canberra Health Services

Staff Specialist – Senior Specialist Band, \$183,172 - \$247,471

Renee Eslick, Section 68(1), 10 July 2021

Registered Midwife Level 2 \$94,409 - \$100,061

Karli Axelby, Section 68(1), 7 July 2021

Enrolled Nurse Level 1 \$61,658 - \$65,876

Mark Briggs, Section 68(1), 8 July 2021

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Rebecca Buckman, Section 68(1), 15 July 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Katherine D'Urso, Section 68(1), 8 July 2021

Health Service Officer Level 4 \$55,637 - \$57,766

Adolfo Ortiz, Section 68(1), 12 July 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Maddison Owens, Section 68(1), 10 May 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Grace Wanjiru, Section 68(1), 15 July 2021

Canberra Institute of Technology

Senior Officer (Technical) Grade B \$131,773 - \$148,344

Sean Colson, Section 68(1), 12 July 2021

Chief Minister, Treasury and Economic Development

Building Trade Inspector \$98,381 - \$111,887

Jason Breitskopf, Section 68(1), 12 July 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Paul Cabading, Section 68(1), 12 July 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Ming-Chieh Chen, Section 68(1), 13 July 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Jun Zhao, Section 68(1), 13 July 2021

Community Services

Senior Officer Grade B \$130,018 - \$146,368

Natasha Tarlinton, Section 68(1), 9 July 2021

Education

Information Technology Officer Class 2 \$88,899 - \$101,743

Alexander Ayre, Section 68(1), 12 July 2021

Building Service Officer 2 \$61,197 - \$63,979

Shane Butterworth, Section 68(1), 12 July 2021

Administrative Services Officer Class 5 \$82,506 - \$87,331

Bridget Perman, Section 68(1), 11 July 2021

Justice and Community Safety

Administrative Services Officer Class 5 \$82,506 - \$87,331

Bree-Anna Campbell, Section 68(1), 12 July 2021

Correctional Officer Class 1 \$67,595 - \$80,606

Meagan Kentwell, Section 68(1), 28 June 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Susu Lyu, Section 68(1), 14 July 2021

Transport Canberra and City Services

Administrative Services Officer Class 6 \$88,899 - \$101,743

Elizabeth Campbell, Section 68(1), 26 July 2021

TRANSFERS

Canberra Health Services

Sabita Sharma Adhikari

From: Registered Nurse Level 1 76,987

Canberra Health Services

To: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services, Canberra (PN. 34610) (Gazetted 3 June 2021)

Chief Minister, Treasury and Economic Development

Adam Bownds

From: Regulatory Inspector 6 \$88,899 - \$101,743

Worksafe ACT

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 42362) (Gazetted 13 May 2021)

Christopher Kalatzis

From: Senior Officer Grade B \$131,773 - \$148,344

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade B \$131,773 - \$148,344

Chief Minister, Treasury and Economic Development, Canberra (PN. 50430) (Gazetted 9 February 2021)

Community Services

Khan Aziz

From: Administrative Services Officer Class 6 93,475

Community Services

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Community Services, Canberra (PN. 52603) (Gazetted 17 February 2021)

Transport Canberra and City Services

Nookeswara Uday Kiran Paluri Bhaskara Rama

From: Infrastructure Officer 3 \$112,145 - \$123,104

Transport Canberra and City Services

To: Infrastructure Officer 3 \$112,145 - \$123,104

Transport Canberra and City Services, Canberra (PN. 50263) (Gazetted 24 May 2021)

PROMOTIONS

ACT Health

Health Systems, Policy and Research

Office of Deputy Director-General

Executive

Tara Gower

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

ACT Health

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

ACT Health, Canberra (PN. 41522) (Gazetted 10 February 2020)

Canberra Health Services

Office of Deputy CEO

Katherine Macpherson

From: Senior Officer Grade B \$131,773 - \$148,344

Canberra Health Services

To: †Senior Officer Grade A \$153,041

Canberra Health Services, Canberra (PN. 17131) (Gazetted 7 June 2021)

Rebecca Quinn

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Canberra Health Services

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Canberra Health Services, Canberra (PN. 24077) (Gazetted 26 April 2021)

Canberra Health Services

Kelli Rixon

From: Health Professional Level 4 \$111,887 - \$120,436

Canberra Health Services

To: †Senior Officer Grade B \$131,773 - \$148,344

Canberra Health Services, Canberra (PN. 45317) (Gazetted)

Kelly Sliwinski

From: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Canberra Health Services

To: †Health Professional Level 4 \$111,887 - \$120,436

Canberra Health Services, Canberra (PN. 47216) (Gazetted 4 June 2021)

Canberra Institute of Technology

Education and Training Services

CIT Trade Skills

Karen Abel

From: Teacher Level 2 \$111,936

Canberra Institute of Technology

To: †Manager Education Level 1 \$129,740

Canberra Institute of Technology, Canberra (PN. 51895) (Gazetted 5 July 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Education and Training Services

CIT Trade Skills

Plumbing

Peter Pichelmann

From: Teacher Level 1 \$78,538 - \$104,793

Canberra Institute of Technology

To: †Teacher Level 2 \$111,936

Canberra Institute of Technology, Canberra (PN. 37001) (Gazetted 21 May 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Chief Minister, Treasury and Economic Development

Economic Development

Sport and Recreation

Cindy Dean

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 50646) (Gazetted 19 February 2021)

Shared Services

Partnership Services

Record Services/ Physical Record Support

Dana Milton

From: Administrative Services Officer Class 3 \$66,867 - \$71,963

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development, Canberra (PN. 46739) (Gazetted 2 June 2021)

Community Services

Children, Youth and Families

Child and Family Centres

Teresa Tuite

From: Health Professional Level 2 \$68,809 - \$94,461

Community Services

To: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Community Services, Canberra (PN. 19729) (Gazetted 12 April 2021)

Education

School Performance and Improvement

South and Weston Network

Yarralumla Primary School

Bruno Santagostino Baldi

From: Building Service Officer 1 \$52,441 - \$57,268

Education

To: †Building Service Officer 3 \$71,486 - \$75,539

Education, Canberra (PN. 34266) (Gazetted 15 July 2021)

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.

Environment, Planning and Sustainable Development

Suburban Land Agency

Program Solutions

Sustainability and Release Coordination

Nicholas Vithalis

From: Senior Officer Grade C \$111,887 - \$120,436

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$131,773 - \$148,344

Environment, Planning and Sustainable Development, Canberra (PN. 41560) (Gazetted 3 June 2021)

Justice and Community Safety

ACT Corrective Services

Community Operations

Eryn Duffy

From: Correctional Officer Class 1 \$67,595 - \$80,606

Justice and Community Safety

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Justice and Community Safety, Canberra (PN. 52452) (Gazetted 19 February 2021)

Major Projects Canberra

Infrastructure Delivery Partners

Commercial Project Management

Jordan Beaton

From: Infrastructure Officer 2 \$89,008 - \$102,403

Major Projects Canberra

To: †Infrastructure Officer 3 \$112,145 - \$123,104

Major Projects Canberra, Canberra (PN. 24086) (Gazetted 9 March 2021)

Worksafe ACT

Regulatory Policy and Licensing

Licensing

David Nixon

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$111,887 - \$120,436

Worksafe ACT, Canberra (PN. 51879) (Gazetted 19 May 2021)