



ACT Government Gazette

Gazetted Notices for the week beginning 22 July 2021

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from
<http://www.health.act.gov.au/employment>.
Apply online at <http://www.health.act.gov.au/employment>

Public Health Protection and Regulation

Health Protection Service

Business Management Services

Office Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 31708)

Gazetted: 28 July 2021

Closing Date: 18 August 2021

Details: Are you ready to lead a team providing administrative support to critical public health operations? Are you passionate about providing excellent customer service to the Canberra community?

The Health Protection Service within ACT Health is looking to hire a suitably qualified and enthusiastic individual to manage an administrative team that supports the vital work of the Health Protection Service. The successful applicant will be responsible for managing resources, developing staff, and ensuring continuous improvement in the quality of service provided to the branch and to the public.

The Health Protection Service is part of the Public Health, Protection and Regulation Division, headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Health Protection Service manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical 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.

Notes: This is a temporary position available from 16 September 2021 until 30 June 2022 with the possibility of permanency.

How to Apply: If you are interested in joining this dedicated team, you can apply by providing a written statement of no more than four pages addressing the capabilities listed under 'What You Require' in the Position Description, your curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Mills (02) 5124 9105 david.mills@act.gov.au

Health Systems, Policy and Research

Preventive and Population Health

Alcohol and Other Drug Policy

Senior Director

Senior Officer Grade A \$153,041, Canberra (PN: 18730)

Gazetted: 27 July 2021

Closing Date: 10 August 2021

Details: An exciting opportunity exists for an enthusiastic and dedicated Senior Director to work in the Alcohol and Other Drug Policy team within the ACT Health Directorate.

Eligibility/Other Requirements:

Relevant experience and/or tertiary qualifications in a related field or equivalent experience in public health and/or public policy is highly desirable.

Notes: This is a temporary position available for up to 12 months. A merit pool will be established to fill future identical vacancies at level over the next 12 months for both temporary and permanent opportunities.

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: Melinda Eves (02) 5124 6028 Melinda.Eves@act.gov.au

Digital Solutions Division

Information and Data Management

Information Management Hub

Director, Data Repository

Senior Information Technology Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52718)

Gazetted: 27 July 2021

Closing Date: 10 August 2021

Details: The Information and Data Management Branch (IDM) of the Digital Solutions Division is looking, for enthusiastic staff who have experience in leading strong teams in the delivery and management of high quality, well-structured data warehouse solutions.

The role of Director, Data Repository will be fast-paced and challenging, but you'll be leading a team contributing to the transformational change in the ACT health system and we promise we'll have a lot of fun along the way.

The Information and Data Management Branch (IDM) within the Digital Solutions Division is responsible for managing the ACT Health Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance, and costing data. IDM also manages the Directorate's relationships with the national data agencies. It also is responsible for developing and monitoring a health performance framework for the delivery of health services across the ACT.

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. In order 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.

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

How to Apply: 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 has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Winefield (02) 6207 5754 Sean.Winefield@act.gov.au

Digital Solutions Division

Information and Data Management

Data Governance Hub

Assistant Director, Data Governance

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 46369)

Gazetted: 26 July 2021

Closing Date: 9 August 2021

Details: An exciting opportunity has opened within the Information Data Management (IDM) Branch at ACT Health to support the organisation in delivery on the objectives of the ACT Public Health System Data Strategy.

The Assistant Director, Data Governance is responsible for developing data-related policies and engaging with stakeholders on behalf of the Directorate to ensure that the needs and expectations of the community are met. The role will play an integral part in delivering artifacts outlined in the ACT Health Data Strategy including the Data Framework. Exceptional writing and effective engagement skills are a key enabler in the performance of this role. The ideal candidate will possess the ability to work collaboratively with staff and stakeholders, maintaining positive working relationships to deliver on the organisation's strategic objectives.

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. In order 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.

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

How to Apply: 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Justine Spina (02) 5124 9040 Justine.Spina@act.gov.au

Director, Government Business

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 34187)

Gazetted: 26 July 2021

Closing Date: 9 August 2021

Details: If you have a passion for data, love government business and have experience leading teams and managing relationships in a large and complex/diverse service industry organisation, there is an opportunity within the Information Data Management (IDM) Branch at ACT Health that awaits you.

The Director, Government Business is responsible for leading the delivery of data-related government business on behalf of the Directorate to ensure the needs and expectations of the community and stakeholders are met. This role is responsible for managing and motivating a team and providing appropriate support and guidance in a high pressure environment.

This position requires a leader with a strong, considered, and an engaging approach to successfully deliver and drive a positive team culture to achieve service excellence. The successful candidate will possess the ability to work collaboratively with staff and stakeholders across all of the Directorate and ACT Government and will demonstrate the ability to maintain positive working relationships to deliver on the organisation's strategic objectives.

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. In order 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.

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

How to Apply: 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Justine Spina (02) 5124 9040 Justine.Spina@act.gov.au

Data Analyst

Information Technology Officer Class 1 \$71,963 - \$81,917, Canberra (PN: 52712)

Gazetted: 23 July 2021

Closing Date: 6 August 2021

Details: An exciting opportunity exists for a Data Analyst to work in a busy dynamic reporting and analysis team. The Data Analyst will support the team in responding to data requests and developing reports to be used for management decision making and be able to provide accurate analysis of activity data to all levels of ACT Health. This role is crucial for enabling the ACT Health Directorate to provide quality reporting and analysis.

The role of the data analyst will be fast-paced and challenging, but you'll be contributing to the transformational change in the ACT health system and we promise we'll have a lot of fun along the way.

The Information and Data Management (IDM) branch is responsible for managing the ACT Health Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance and costing data. IDM also manages the Directorate's relationships with the national data agencies, is responsible for developing and monitoring a health performance framework and for the delivery of health services across the ACT.

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. In order 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.

Notes: This is a temporary position available for a period of seven months until 15 February 2022 with the possibility of extension up to 12 months

How to Apply: Please submit a response which addresses the Selection Criteria located in the Position Description of no more than three pages, your current curriculum vitae and the names and contact details of at least two referees, one of which has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Gechter (02) 5124 9127 Katherine.Gechter@act.gov.au

Director, Data Governance

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 25392)

Gazetted: 23 July 2021

Closing Date: 6 August 2021

Details: If you are looking for an exciting new challenge and you have skills and experience in data governance as well as the ability to manage relationships in a large and complex/diverse service industry organisation, there is a new opportunity within the Information Data Management (IDM) Branch at ACT Health that awaits you.

The Director, Data Governance is responsible for leading the delivery of data governance arrangements for the ACT public health system on behalf of the Directorate to ensure the needs and expectations of the community are met. This role is responsible for managing and motivating a team including providing appropriate support and guidance. This position requires a leader with a strong, considered, and engaging approach to successfully deliver and drive a positive team culture that achieves data management excellence. The successful candidate will possess the ability to work collaboratively with staff and stakeholders maintaining positive working relationships to deliver on the organisation's strategic objectives. This role will also be essential to the effective delivery of one of the organisations most exciting new projects, ACT's Digital Health Record, providing data governance guidance and support through the digital transformation process.

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. In order 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.

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

How to Apply: 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Justine Spina (02) 5124 9040 Justine.Spina@act.gov.au

Digital Solutions Division

Senior Director, Data Governance

Senior Officer Grade A \$153,041, Canberra (PN: 24749)

Gazetted: 23 July 2021

Closing Date: 6 August 2021

Details: If you are looking for an exciting new challenge and have a passion for data and policy, have skills and experience in data governance as well as the ability to manage relationships in a large and complex/diverse service industry organisation, there is a new opportunity within the Information Data Management (IDM) Branch at ACT Health that awaits you.

The Senior Director, Data Governance is responsible for leading the delivery of data governance arrangements for the ACT public health system on behalf of the Directorate to ensure the needs and expectations of the community are met. This role is responsible for setting the strategy and goal for the team as well as providing motivation, guidance and support. Effective engagement skills are a key enabler for the performance of this role as is a values-based leadership style.

This position requires a leader with excellence strategic and communication skills, that is able to promote a people focus culture to successfully deliver and drive a culture of respect and a desire to achieve data management excellence. The successful candidate will possess the ability to work collaboratively with staff and stakeholders to maintain positive working relationships and deliver on the organisation's strategic objectives. This role will be essential to the effective delivery of one of the organisations most exciting new projects, ACT's Digital Health Record, providing data governance guidance and support through the digital transformation process.

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. In order 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.

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

How to Apply: 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Justine Spina (02) 5124 9040 Justine.Spina@act.gov.au

Digital Solutions Division

Technology Operations

Support, Architecture and Software Hub

Digital Solutions Support Team Leader

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 52720)

Gazetted: 23 July 2021

Closing Date: 6 August 2021

Details: Are you interested in leading a team of Support Analysts who provide ICT level 1 support services across the ACT public health system?

Digital Solutions Support is looking to recruit a suitably qualified and enthusiastic individual to be part of a dynamic team, providing support services spanning across access provisioning, incident logging and troubleshooting issues. The Digital Solutions Division Technology Operations Branch is responsible for the delivery and operation of technology services across the ACT public health system, our patients, stakeholders and partners.

Our services cater to all types of technology including patient monitoring equipment, clinical business applications, critical communications and infrastructure, standard end-user equipment and services such as telephony and administrative computer applications and hardware.

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

Eligibility/Other Requirements:

This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining this Security clearance, your employment in the role will not commence. If you have already commenced, your employment will be terminated.

Notes: This is a temporary position available for 12 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies. Based in Woden, the role can also involve local client contact and support with the opportunity for flexible hours and out of hours rostered on call and 24/7 rostered shift work.

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 which has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Layla Tabaja (02) 6205 4199 Layla.Tabaja@act.gov.au

Digital Solutions Division

Future Capability

Digital Health Record Technical Hub

Lead Technical Specialist, Interfaces

Senior Information Technology Officer Grade B \$131,773 - \$148,344, Canberra (PN: 49864)

Gazetted: 22 July 2021

Closing Date: 5 August 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 multiple Technical Specialists in the data conversion team. In this role you will be responsible for analysing, extracting and formatting external systems' data and for loading, testing and organising validation of such external data in the Digital Health Record.

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. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director.

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.

The role also requires you to obtain vendor accreditation with Epic as a result overnight training will be required (remote training).

Notes: This is a temporary position available immediately until 27 January 2023 with the possibility of an extension and/or permanency. 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

Future Capability

Digital Health Record Technical Hub

Technical Specialist, Epic Client System Administrator

Senior Information Technology Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52686)

Gazetted: 22 July 2021

Closing Date: 5 August 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 a Technical Specialist, ECSA. In this role you will be responsible for the installation and administration of Epic client applications, web and service services that support the operation of the Digital Health Record.

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. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director.

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:

It is a requirement that this position obtain a vendor accreditation with Epic. Costs for the vendor accreditation including training and testing to achieve such accreditation will be supported by ACT Health. Training will be conducted overnight in a virtual training environment.

This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. In order 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.

Notes: This is a temporary position available immediately until 27 January 2023 with the possibility of extension and/or permanency.

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.

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

Digital Solutions Division

Future Capability

Digital Health Record Technical Hub

Technical Specialist, Interfaces

Senior Information Technology Officer Grade B \$131,773 - \$148,344, Canberra (PN: 49142)

Gazetted: 22 July 2021

Closing Date: 5 August 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 multiple Technical Specialists in the data conversion team. In this role you will be responsible for analysing, extracting and formatting external systems' data and for loading, testing and organising validation of such external data in the Digital Health Record.

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. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director.

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.

The role also requires you to obtain vendor accreditation with Epic as a result overnight training will be required (remote training).

Notes: This is a temporary position available immediately until 27 January 2023 with the possibility of an extension and/or permanency. 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

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Social Work and Psychology

Psychologist HP2 or 3

Health Professional Level 2/3 - \$68,809 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (LP7373)

Gazette Date: 29 July 2021

Closing Date: 25 August 2021

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

Reference Number: 16085

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

Contact Officer: Karen Dell (02) 6201 6320 karen.dell@calvary-act.com.au

Calvary Public Hospital Bruce

Clinical Governance and Quality Unit

Clinical Incident and Consumer Feedback Coordinator

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (LP8850)

Gazette Date: 29 July 2021

Closing Date: 2 August 2021

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

Reference Number: 16336

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

Contact Officer: Louise Botha (02) 6201 6513 louise.botha@calvary-act.com.au

Calvary Public Hospital Bruce

Medical Stream

Nurse Educator

Registered Nurse Grade 3.1 \$108,237 - \$112,691, Canberra (LP7381)

Gazette Date: 29 July 2021

Closing Date: 11 August 2021

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

Reference Number: 16278

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

Contact Officer: Marcia Neilson (02) 6201 6439 marcia.neilson@calvary-act.com.au

Calvary Public Hospital Bruce

Medical Stream

Nurse Educator

Registered Nurse Grade 3.1 \$108,237 - \$112,691, Canberra (LP7381)

Gazette Date: 29 July 2021

Closing Date: 11 August 2021

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

Reference Number: 16278

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

Contact Officer: Marcia Neilson (02) 6201 6439 marcia.neilson@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

Canberra Health Services

University of Canberra Hospital

Assistant in Nursing UCH

Assistant in Nursing \$52,301 - \$54,070, Canberra (PN: 40259, several)

Gazetted: 26 July 2021

Closing Date: 9 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

Are you enthusiastic, motivated and have excellent communication skills?

Come and work in our small and friendly Hospital. We will provide an extensive orientation and you will be supported by our education team.

Several fulltime and part-time positions available across Majura, Stromlo and Namadgi Wards.

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/>

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

The University of Canberra Hospital is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community-based rehabilitation services. Canberra's first purpose-built rehabilitation hospital will support people recovering from surgery or injury or experiencing mental illness.

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.

Position Requirements/Qualifications:

Mandatory:

Certificate III in Health Services Assistance or recognised equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing)

Be registered under *the Working for Vulnerable People Act 2011*.

Desirable:

Experience and qualification in working with Dementia patients and patients with challenging behaviours
Hold a current driver's licence.

Note:

All positions work a 24/7 rotating roster, including a regular contribution to night shift.

The successful candidates may be selected based on application and referee report only.

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

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

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

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.

Notes: There are several temporary full-time and part-time positions available for six months with the possibility of extension.

Contact Officer: Maria Harman 0414966850 maria.harman@act.gov.au

Infrastructure and Health Support Services

Sterilising Services

Sterilising Technician

Sterilising Services Health Service Officer Level 3/4/5 \$53,886 - \$61,498, Canberra (PN: C06745, several)

Gazetted: 22 July 2021

Closing Date: 22 July 2022

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

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 years working in a Sterilising Services unit are mandatory to be employed at this level.

A current driver's license is preferred.

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

There are several casual positions available that will participate 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). 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.

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

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

Clinical Services

Division of Medicine

Rheumatology

Administrative Service Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 38229)

Gazetted: 23 July 2021

Closing Date: 6 August 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 Rheumatology Department, Canberra Health Services, is a Department within the Division of Medicine and is devoted to diagnosis and therapy of rheumatic diseases (joints, soft tissue, autoimmune diseases, vasculitis and heritable connective tissue disorder).

The department has a strong focus on clinical service delivery, supporting Rheumatology patients within the ACT and surrounding regional areas, undergraduate and postgraduate teaching and research activities.

This position provides day-to-day support to the Director of the Rheumatology Department. Duties will include, but will not be limited to diary management, human resource management, fiscal matters, data collection, secretariat support, maintenance requests, order of supplies and other duties that are appropriate to this level of classification. The position reports to the Administration Manager, and Clinical Director of Rheumatology.

About You

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Behavioural Capabilities

Professional
Dedicated
Conscientious

Position Requirements/Qualifications:

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:

- Undergo a pre-employment National Police Check.

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

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

Contact Officer: Grace Freeman (02) 5124 2923 grace.freeman@act.gov.au

Clinical Services

Medicine

Neurology

Senior Specialist - Unit Director Neurology

Specialist Band 1 - 5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 00367)

Gazetted: 23 July 2021

Closing Date: 31 August 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 Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

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

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

Canberra Hospital Expansion

The ACT Government is expanding the Canberra Hospital to meet our growing service demand. The new facility will complement our existing medical imaging facilities available at Canberra Hospital.

The new expansion and further information about the infrastructure can be found here via this link:

<https://www.act.gov.au/canberrahospitalexpansion/overview/project-overview>.

Digital Health Record

The Digital Health Record is an initiative that will support Canberra Health Services to deliver exceptional care into the future. The Digital Health Record will record all interaction between a person and CHS staff.

A detailed video of how the Digital Health Record will work: <https://www.health.act.gov.au/digital/dhr>

More information about living in the ACT and working at Canberra Health Services can be found here via this link:

[https://healthhub.act.gov.au/sites/default/files/202008/CHS Recruitment Booklet_120520_Web.pdf](https://healthhub.act.gov.au/sites/default/files/202008/CHS%20Recruitment%20Booklet_120520_Web.pdf)

An exciting opportunity exists for an experienced neurologist to lead and manage a multidisciplinary health team. The neurology department at Canberra Hospital provides both inpatient and outpatient services to the ACT and

surrounding region in neurology and neurophysiology. The department manages approximately 2,300 in-patient admissions annually, with a dedicated ward, and an acute stroke unit. CHS provides the level 6 acute stroke service for the region, delivering acute intravenous thrombolysis and endovascular clot retrieval. The department also provides approximately 3,800 occasions of service per year to outpatients, including medical clinics, neurophysiology diagnostic investigations and the provision of botox.

The Unit Director, the Assistant Director of Nursing and the Business Manager work in partnership to ensure high quality outcomes for the people who use the neurology service. In addition, they collaborate with other departments to ensure high-quality outcomes for the people who use services across the Division.

In conjunction with the Executive Director, Division of Medicine, the appointee will be expected to provide a high level of clinical leadership to ensure that allocated resources are managed to meet all service delivery targets. A key role will be to ensure medical engagement with the service, and to efficiently manage medical staff recruitment, performance, placement and leave arrangements. The appointee will be expected to represent the Neurology Department both internally and externally in a range of strategic and planning forums.

It is expected that approximately 60% of the Unit Director's time will be allocated to their substantive clinical service delivery role, approximately 20% to non-clinical duties, and approximately 20% to managerial duties. Once the Unit Director role ceases, time spent in clinical service delivery will increase to approximately 80% of time. The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the Australian Health Practitioners Registration Agency (APHRA) and the Royal Australasian College of Physicians (RACP).

Note: This position is a permanent Senior Specialist position. The Unit Director position is for a three year tenure. Remuneration Package - \$284,320 - \$383,585 inclusive of salary, applicable allowances and 11.5% super. Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise.

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.

Position Requirements/Qualifications:

For employment at either the Specialist 1-5 or Senior Specialist

1. Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.
2. Fellowship of the Royal Australian and New Zealand College of Physicians (FRACP) with specialist registration in Neurology or equivalent specialist qualifications.
3. Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
4. 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.
5. Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.
6. Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

7. Have demonstrated advanced clinical experience outlined in a curriculum vitae that clearly and comprehensively outlines the applicant's professional history.
8. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.
9. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.
10. Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.
11. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.
12. Be able to demonstrate that they are performing at a level consistent with this competency framework.

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

- Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment National Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

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

Contact Officer: Dr. Ashwin Swaminathan (02) 5124 5148 Ashwin.Swaminathan@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Acute Mental Health Services

Specialist / Senior Specialist - Adult Acute Mental Health Services

Specialist Band 1 - 5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 47565)

Gazetted: 23 July 2021

Closing Date: 2 September 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 Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

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

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

Adult Acute Mental Health Services (AAMHS) provides voluntary and involuntary psychiatric care and treatment for people with a mental illness who require hospitalisation.

Services include:

Adult Mental Health Unit (AMHU) provides a safe and supportive environment for person receiving short term individualised care with acute mental illness or disorder to return to the community.

Mental Health Short Stay Unit (MHSSU) provides a safe environment for persons experiencing a mental health crisis.

Mental Health Consultation and Liaison (MHCL) provides as mental health triage, crisis and risk assessment, treatment, education and management planning to patients at the Emergency Department, Canberra Hospital. The successful applicant will have specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and skills relevant to both inpatient and community services, including the provision of ECT services.

Note: - The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time. Remuneration Package - \$284,320 - \$383,585 inclusive of salary, applicable allowances and 11.5% super. Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise. Group Attraction and Retention Incentive: \$50,000 - \$75,000

Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$467,210.

About You

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and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Position Requirements/Qualifications:

For employment at either the Specialist 1-5 or Senior Specialist

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

Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications, and

Evidence of satisfactory participation on the RANZCP Continuing Professional Development Program is mandatory.

Knowledge of the *Mental Health Act 2015* and other related legislations is desirable.

Current driver licence 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](#).

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

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

For Senior Specialist we will also expect that you:

Have demonstrated advanced clinical experience outlined in a curriculum vitae that clearly and comprehensively outlines the applicant's professional history.

Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

Be able to demonstrate that they are performing at a level consistent with this competency framework.

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

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

Undergo a pre-employment National Police check.

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

Contact Officer: Dr Florian Wertenauer (02) 5124 1700 Florian.Wertenauer@act.gov.au

Clinical Services

Cancer and Ambulatory Support

Cancer Nursing

Manager, Supportive Care

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 23729)

Gazetted: 23 July 2021

Closing Date: 6 August 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

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The Division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The

Division is also responsible for the support functions for organisational ambulatory care including the Central Intake team, central outpatients and transcription.

Cancer services are divided into five clinical streams: Medical Oncology, Radiation Oncology, Haematology, Immunology and Palliative Care.

The Supportive Care Manager is responsible for providing an effective, efficient and contemporary leadership to the Supportive Care Team and ensuring the provision of a support service to people and their families undergoing cancer treatment and in their transition to survivorship. The team comprises highly skilled nurses, social workers and psychologists providing services to people in the hospital, as outpatients and in the community.

About You

Relevant post graduate qualifications and a minimum of 5 years' post graduate experience working professionally with people with a life limiting illnesses is preferred.

Post graduate qualification in leadership and demonstrated experience in successfully leading a team.

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

The successful applicant will need to be available for occasional 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.

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Julie Siggins 0412 501 716 julianne.siggins@act.gov.au

Infrastructure and Health Support Services

Business Support

Food Services

Operations Officer

Health Service Officer Level 3 \$53,886 - \$55,637 (Retention Point CHS Only \$55,731), Canberra (PN: 23531, several)

Gazetted: 27 July 2021

Closing Date: 10 August 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 function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra.

The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Menu monitors.

Cafeteria: Food, meals and drinks for staff and guests.

Stores; Receipt, dispatch and storage of perishable and non-perishable food supplies.

External sites: Dhulwa and other Community Centres.

ABOUT YOU

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Behavioural Capabilities

Strong communication and interpersonal skills and passionate about high quality customer service.

Flexibility and adaptability with a changing working environment to enable the provision of responsive services to meet clients' needs;

Strong organisational, coordination and planning skills and a focus on outcomes.

Position Requirements/Qualifications:

Relevant Food Industry recognized qualifications and a minimum of 2 years' experience working professionally in food services is preferred.

The successful applicant will need to be available for rotational morning, evening, weekend and public holiday shifts.

Note: Some position's will not be required to work shifts.

Current class C Driver's License.

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

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

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

Undergo a pre-employment National Police Check.

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

Note: Positions will be offered on a casual basis.

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

Contact Officer: Sanjay Prasad (02) 5124 2177 sanjay.prasad@act.gov.au

Director Of Allied Health

Mental Health, Justice Health, Alcohol and Drug Services

Therapist

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 41614)

Gazetted: 26 July 2021

Closing Date: 11 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 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 Therapist (psychological interventions) position is based in the Therapies Team of the Adult Community Mental Health Services (ACMHS) program area. The key function of the Therapies Team is to provide high-intensity, evidence-based psychological and psychosocial interventions to people, including psychological interventions, family-based interventions, and functional and occupational interventions. The Therapies Team aims to maximize the application of concentrated psychological and psychosocial interventions and enhance available treatment options for people who are clinically managed by a Community Recovery Service (CRS). As a function established under the ACMHS Model of Care, the Therapies Team provides targeted interventions that are unavailable elsewhere in the ACT and which are based on highest need within the ACMHS population. The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

The successful applicant of the HP3 Therapist position is responsible for conducting skilled clinical assessments and delivering high-intensity psychological interventions to people. The successful applicant will also be required to

undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants). The position will report operationally to the HP4 Team Leader of the Therapies Team. Professional governance of this position will come from the relevant Discipline Principal (MHJHADS).

ABOUT YOU

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Behavioural Capabilities

Ability to manage confidential and sensitive information.

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.

Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

Commitment to achieving positive outcomes for mental health consumers.

Position Requirements/Qualifications:

For Psychology

Mandatory:

Hold General Registration with the Psychology Board of Australia.

Minimum of 3 years (ideal 5 years) post qualification.

Desirable:

Approved or eligible for approval as a Psychology Board of Australia Approved Supervisor.

Current driver's licence.

For Social Work

Mandatory:

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*.

Minimum of 3 years (ideal 5 years) post qualification.

Desirable:

Current driver's licence.

Accreditation as a Mental Health Social Worker with the AASW.

For Occupational Therapy

Mandatory:

Hold registration with the Occupational Therapy Board of Australia.

Professional membership or eligibility for professional membership of Occupational Therapy Australia (OTA).

Minimum of 3 years (ideal 5 years) post qualification.

Desirable:

Current driver's licence.

Endorsement as a Better Access to Mental Health Occupational Therapist with OTA.

Please note 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.

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.

Notes: This is a temporary part-time position available at (30.4) hours per week for six months. The above full-time salary will be pro-rata.

Contact Officer: Nikki O'Dwyer (02) 5124 1750 nikki.o'dwyer@act.gov.au

Women Youth and Children Community Health Program

Child Health Targeted Support Service

Child Health Targeted Support Service Health Professional 2

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 29755)

Gazetted: 26 July 2021

Closing Date: 11 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

We are seeking an enthusiastic social worker or psychologist for an opportunity for a maternity leave backfill. Child Health Targeted Support Services is a multidisciplinary team of Allied Health, Nurses, Doctors and Admin staff. The HP2 position works collaboratively across these disciplines to provide brief counselling and allied health assessments. We are a child-centred and family-focused service and we are seeking an HP2 to work collaboratively and flexibly with our clients and their families.

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 key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community-based services of Canberra Health Services include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities.

Women, Youth and Children Community Health Programs delivers a range of 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 Child Health Targeted Support Services includes the Community Paediatric and Child Health Service (CPCHS) and Child at Risk Health Unit (CARHU).

CPCHS provides clinical treatment, education and care coordination of children with suspected or established developmental delay or disability and children with biological / medical causes of behavioural and emotional disturbance. As part of the team you will support the multidisciplinary team to promote positive client outcomes through the provision of high-quality clinical services, networking, health promotion activities and education. This is a rewarding and exciting position within a vibrant service that will require someone with the ability to be flexible and initiate and manage change within the service.

The Child at Risk Health Unit (CARHU) provides specialist health services to children and young people who have been affected by abuse and/or neglect, and their families and carers. As part of the therapeutic team you will provide counselling and therapeutic interventions to children and young people, concerns interviews for parents and carers regarding abuse, domestic violence and related child trauma, assist in providing an intake service for CARHU and participate in education and training.

ABOUT YOU

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Behavioural Capabilities

Strong clinical and communication skills in a multidisciplinary context

The ability to work respectfully in partnership with a range of stakeholders

Ability to work flexibly, in a child focused and family centred manner.

Position Requirements/Qualifications:

Relevant degree in Social Work or Psychology and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or, for allied health professions not regulated by National Law, be eligible for accreditation with the Australian Association of Social Workers.

Post graduate qualifications in a relevant field are highly desirable.

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

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

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

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.

Be registered under *the Working for Vulnerable People Act 2011*.

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for 10 months with the possibility of extension.

Contact Officer: Cassandra Tinning 0421 097 991 cassandra.tinning@act.gov.au

Cancer and Ambulatory Support

CAS Executive

Director of Nursing Cancer and Ambulatory Support

Registered Nurse Level 5.5 \$166,958, Canberra (PN: 29502)

Gazetted: 26 July 2021

Closing Date: 9 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 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 Division of Cancer and Ambulatory Support (CAS) provides a comprehensive range of assessment, diagnostic and treatment services through outpatient and community settings. The division is also responsible for the Walk in Centers across the ACT and Central Outpatients Department are also managed by this Division.

The Director of Nursing operates within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the Nursing and Midwifery Board of Australia Code of Ethics and Code of Conduct.

The position is accountable and responsible to the Executive Director CAS for the management of a safe, effective nursing service across the clinical units of the Division. In keeping with the value of collaboration, the position will operate in partnership with other members of the Executive of the Division and other Divisions as appropriate.

The Director of Nursing is responsible for professional nursing standards and work practices within CAS and for the provision of executive nursing leadership and high-level advice in the overall management of the clinical, material and financial resources allocated for ensure the delivery of safe, efficient and effective, quality consumer and client focused care.

The position has responsibility within the Division for Nurse Education Programs, Quality and Safety, Organisational Development and Workforce Planning.

The position has a professional reporting relationship to the Executive Director of Nursing and Midwifery and participates as a member of the senior nursing and midwifery leadership team for CHS.

ABOUT YOU

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Behavioural Capabilities

Exemplary nursing leadership

Ability to collaborate across professional groups

Manage a complex, diverse and busy portfolio.

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of five years' experience working professionally in a hospital setting is preferred.

Be registered or have applied for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)

Post graduate qualifications in management or related field or working towards same.

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

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

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

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.

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

Contact Officer: Sarah Mogford 51242738 sarah.mogford@act.gov.au

Quality, Safety, Innovation and Improvement

Quality and Safety Executive

Medical Director, Quality, Safety, Innovation and Improvement

Specialist Band 1 - 5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 52690)

Gazetted: 22 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/> Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

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

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

The Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

Branches within the Quality, Safety, Innovation and Improvement Division are:

Patient Experience

Clinical Incident Management

Quality Improvement and National Standards

Clinical Analytics and Insights

Note: This position is a permanent Senior Specialist position. The Medical Director position is for a 3 year tenure. Remuneration Package: \$284,320 - \$383,585 inclusive of salary, applicable allowances and 11.5% super. Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise.

About You

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Position Requirements/Qualifications:

For employment at either the Specialist 1-5 or Senior Specialist

Relevant: Registration with the Medical Board of Australia and a minimum of 4 years' experience working professionally in a health care setting is preferred.

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

Specialist fellowship within a recognised Australian Medical College.

Academic standing in the Australian National University Medical School.

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.

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

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

For Senior Specialist we will also expect that you:

Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.

Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

Be able to demonstrate that they are performing at a level consistent with this competency framework.

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

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

Undergo a pre-employment Police check.

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

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

Contact Officer: Kellie Lang (02) 5124 9549 kellie.lang@act.gov.au

Medical Services

Medical Imaging

Registered Nurse Medical Imaging

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 34056, several)

Gazetted: 27 July 2021

Closing Date: 10 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 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 at CHS operates 24 hours, seven days a week, as well as on call and offers a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

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

Ability to work independently and as part of a multidisciplinary team

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

High level patient assessment skills

High level communication skills and the ability to think critically

Position Requirements/Qualifications:

Relevant tertiary qualifications in the field of nursing and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

The successful applicant will need to be available for a rotating roster, including a close call roster requirement

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

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

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

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.

Notes: These are temporary positions available for an initial period of 10 months with the possibility of extension and/or permanency. Position may be appointed on written application and referee report only.

Contact Officer: Misty Wilson (02) 5124 2159 Misty.Wilson@act.gov.au

Office Manager Cardiology

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 29471, several)

Gazetted: 28 July 2021

Closing Date: 16 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 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/>

An exciting opportunity exists for an experienced administration officer to lead and manage the administration team and deliver personal assistant duties the department's personnel (medical, nursing and allied health). The cardiology department at Canberra Hospital provides both inpatient and outpatient services to the ACT and surrounding region. The coronary care unit manages approximately 2,000 acute admissions annually. The department also provides approximately 7,000 occasions of service per year to outpatients, including medical clinics, nursing clinics and cardiac diagnostic investigations and therapeutic interventions (including

electrophysiology and cardiac CT). The department provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region.

The department is supported by dedicated heart function and pulmonary hypertension clinics designed to provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care. Planning is underway for state-of-the-art expanded acute cardiac care unit and cardiac catheterisation laboratories in the Canberra Hospital Expansion Project (scheduled for completion in 2024).

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate, and manage, change and provide responsive services to meet the needs of clients and the organisation.

Ability to liaise effectively and respectfully with staff at all levels and across disciplines

Position Requirements/Qualifications:

No relevant qualifications, but a minimum of 12 months' experience working professionally in a similar setting is preferred.

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

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

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

Undergo a pre-employment Police check.

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

NOTES

There are two positions available.

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

Contact Officer: Ethan Sharp (02) 5124 3994 Ethan.sharp@act.gov.au

Director of Operations, Division of Surgery

Senior Officer Grade A \$153,041, Canberra (PN: 52388)

Gazetted: 26 July 2021

Closing Date: 9 August 2021

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

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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 Division of Surgery is responsible for delivering inpatient and outpatient surgical services to the community within the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Intensive Care Unit, Capital Region Retrieval Service, ACT Trauma Service, specialist surgical ward areas, medical and nursing outpatient services, and the Trauma and Orthopaedic Research Unit.

Reporting to the Executive Director of Surgery, and in partnership with the Division of Surgery Executive team, the Director of Operations will be responsible for the delivery of all operational functions across the Division of Surgery. The role will provide an increased focus on the delivery of streamlined, efficient services as well as a focus on research and quality improvement initiatives.

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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 candidate will have the following attributes:

- Strong organisational, communication and interpersonal skills with a high degree of drive.
- Innovation, adaptability, flexibility, and resilience to accommodate change and provide responsive services to meet client's needs.
- A strong focus on person centred care and commitment to quality outcomes.

Eligibility/Other Requirements

Tertiary qualifications (or equivalent) in a health or related discipline are highly desirable.

Postgraduate qualifications in a management field are highly desirable.

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, Our People Framework, all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Lisa Gilmore (02) 5124 3515 lisa.gilmore@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

Assistant Director of Nursing

Registered Nurse Level 4.3 \$139,701, Canberra (PN: 21908)

Gazetted: 27 July 2021

Closing Date: 13 August 2021

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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 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.

Adult Acute Mental Health Services (AAMHS) are fully integrated with MHJHADS. AAMHS are located at Canberra Hospital and these services provide 24-hour contemporary, evidence-based clinical mental health care and treatment for people where less restrictive options have been deemed unsuitable or unavailable. Canberra Hospital is an approved mental health facility under the Mental Health Act (2015), with the capacity to accommodate both voluntary and involuntary persons.

AAMHS consist of the 40 bed Adult Mental Health Unit (AMHU) with an 8 bed High Dependency Unit (HDU), 29 bed Low Dependency Unit (LDU) and a 2 bed Vulnerable Persons' Suite. AAMHS also consists of a 6 Bed Mental Health Short Stay Unit and a Consultation Liaison Psychiatry Service.

At this level you will provide senior leadership for the clinical and administrative operations of the AAMHS and the maintenance of the therapeutic environment. This includes the day-to-day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality service to people in the AAMHS

ABOUT YOU

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Behavioural Capabilities

Strong organisational and leadership skills with a high degree of drive and ability for critical thinking
Experience in managing and influencing teams, processes and practice improvement in a human services environment.

Ability to mentor and guide diverse teams and external parties in a collaborative and influential manner.

Adaptability and flexibility to accommodate change and provide responsive services to meet organisational and divisional needs

Position Requirements/Qualifications:

Relevant tertiary qualifications in leadership, management and a minimum of 5 years' experience working professionally in leadership/management roles is preferred.

Mandatory:

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

Have a strong understanding of how the National Safety and Quality Health Service (NSQHS) standards align with this role.

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

Desirable:

Relevant tertiary qualifications in leadership, management or equivalent and eligibility for membership of the appropriate professional organisation.

Knowledge of the Mental Health Act 2015 and other relevant legislation

Hold a current drivers licence

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.

Note: This is a temporary position available for a period of three months with the possibility of extension up to less than 12 months and/or permanency. Selection may be based on application and referee reports only.

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

Contact Officer: Sonny Ward 0417 478 832 sonny.ward@act.gov.au

Clinical Services

Rehabilitation Aged and Community Services

Nursing

Veteran Liaison Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 17719)

Gazetted: 27 July 2021

Closing Date: 13 August 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/>
Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. The University of Canberra Hospital (UCH) is part of the planned network of health facilities designed to meet the needs of our ageing and growing population. Geriatric acute and sub-acute services are provided in two units Wards 11A/B at Canberra Hospital by multi-disciplinary teams. The Veteran Liaison Nurse position provides support to the Veterans who hold Department of Veteran Affairs cards admitted to the University of Canberra Hospital and Canberra Hospital.

ABOUT YOU

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Behavioural Capabilities

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

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 be eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) qualifications with a minimum of 2 years' experience in geriatric setting preferred.

Hold a current driver's licence.

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 Police check.

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

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

Contact Officer: Chris Mead 0434 674 442 christine.mead@act.gov.au

Adult Acute Mental Health Services

Occupational Therapist

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 45530)

Gazetted: 27 July 2021

Closing Date: 13 August 2021

Details:

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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 Adult Acute Mental Health Services (AAMHS) provides care to all inpatient mental health beds at the Canberra Hospital. The Adult Mental Health Unit (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 person, 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.

At this level it is expected that you will provide quality interventions and achieve sound outcomes for the people under routine supervision. It is an expectation that you will contribute your expertise to the multidisciplinary team, providing supervision to staff at level HP1, Allied Health Assistants and students and support the Allied Health Manager in change processes. You will be required to participate in quality initiatives to promote service delivery at a standard of best practice

The position will report operationally to the Allied Health Manager of AAMHS. Professional governance of his position will come from the Discipline Principal Occupational Therapy (MHJHADS).

ABOUT YOU

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Behavioural Capabilities

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

1. Strong organisational skills with a high degree of drive
2. Be flexible, adaptable and comfortable with change in the working environment

3. Commitment to achieving positive outcomes for mental health consumers.

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of 1 years' experience working professionally, post qualification in related/ relevant organisation/service

Degree in Occupational Therapy and registered with Occupational Therapy Board Australia

Eligible for professional membership of Occupational Therapy Australia

Current passenger Vehicle Driver's Licence.

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.

Highly Desirable

Experience working within mental health in either an inpatient unit or community setting

Please note 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 Police check.

Note

An order of merit list will be established to fill identical vacancies at level over the next 12 months.

Contact Officer: Roz Fitzgerald (02) 5124 5401 Roz.Fitzgerald@act.gov.au

Scientist Microbiology

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 26566)

Gazetted: 28 July 2021

Closing Date: 16 August 2021

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

The successful applicant will be working in the Microbiology laboratory based at The Canberra Hospital. Under direction, they will be required to process patient samples for microbiological examination, run and maintain laboratory instrumentation, read culture plates in order to distinguish between normal flora and pathogenic organisms, perform bacterial identification, and set up and interpret susceptibility results. The laboratory operates an extended hour service 7 days a week and the successful applicant will be required to participate in the out of hours roster.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Strong attention to detail, reliable and punctual

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

Ability to communicate effectively with a diverse group of stakeholders and work as part of a team.

Qualifications:

Mandatory:

A Medical Laboratory Science Degree or equivalent relevant qualification.

Desirable:

Minimum of five years' experience working professionally in a Pathology Microbiology Laboratory.

Position Requirements

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).

The successful applicant will need to participate in shift, after-hours work and out-of-hours rosters, and be able to work as the sole practitioner on rostered shifts, including public holidays and overtime as required. Applicants should contact the laboratory for the details of current shifts.

Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

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

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

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

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.

NOTES

Selection may be based on application and referee reports only.

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

Contact Officer: Susan Bradbury (02) 5124 2510 Susan.Bradbury@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Oncology/Immunology Nursing

Registered Nurse Level 2

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 17241)

Gazetted: 28 July 2021

Closing Date: 6 August 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/>

An exciting opportunity exists for an enthusiastic Registered Nurse to undertake this position within the Oncology Outpatient Unit. Expressions of interest are invited from suitably qualified Registered Nurses to fill this dynamic and rewarding position. The unit is seeking a highly motivated team member who is patient focused and interested in developing their Oncology and chronic illness knowledge.

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health.

The Oncology Outpatient Unit treats patients with malignant and non-malignant solid tumours. The unit also functions as a day infusion centre for a variety of other medical disorders. The successful applicant will be working with chemotherapy agents, immunotherapies, blood products and central venous access devices. The successful candidate will be provided with full support from our dedicated and highly experienced team.

Excellent interpersonal communication skills and the ability to work effectively within a team are essential for this position. It is essential for the candidate to have previous chemotherapy knowledge.

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

Patient focused

Ability to work well with a team

Eager to learn

Position Requirements/Qualifications:

Relevant Oncology qualifications and a minimum of 4 years' experience working professionally in Oncology/Infusion centres is preferred.

Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)

The successful applicant may need to be available for occasional weekend 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 Police check.

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

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

Contact Officer: Jessica Ryan (02) 5124 8457 jessica.k.ryan@act.gov.au

Nursing and Midwifery

Cancer and Ambulatory Services

CNC Medical Oncology / Immunology Outpatients

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 23729, expected vacancy)

Gazetted: 28 July 2021

Closing Date: 6 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 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 Oncology / Immunology Outpatient Service is a dedicated service within the Day Treatment Unit providing a variety of procedures and treatments within an Ambulatory setting. The services are provided to patients with malignant and non-malignant tumours and immune mediated diseases encompassing auto-immune diseases, systemic inflammatory diseases, primary and secondary immune deficiencies and allergies in the ACT community. Nursing staff are key members of the multidisciplinary team and work within a supportive environment to develop professionally and deliver patient centered care.

The Clinical Nurse Consultant (CNC) is responsible for the maintenance and upholding standards of nursing care within the Medical Oncology / Immunology Outpatients Unit, including human and financial management. This involves fostering an environment which actively encourages the development of expert nursing skills and professional development within the area, supporting a positive workplace culture and environment. This position is responsible for driving service innovation and for the development of models of care for enhanced service provision.

The position is Monday to Friday, business hours with some flexibility required.

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

- Leadership qualities in managing and positively influencing teams, processes and practice improvement.
- Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs
- Highly organised and self-motivated.
- High-level interpersonal skills.

Position Requirements/Qualifications:

- Relevant post graduate qualification (or equivalent) in Medical Oncology Nursing or similar qualifications and a minimum of five years experience working professionally in cancer services is preferred.
- Post graduate qualification in Leadership (or equivalent) and demonstrated experience in successfully leading a team
- The successful applicant will be registered (or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- The successful applicant will need to be available for occasional 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.

Please note 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.

Notes: This is a temporary expected vacancy for six months with the possibility of permanency.

Contact Officer: Julianne Siggins 0412 501 716 Julianne.siggins@act.gov.au

CAMHS

Manager- CAMHS

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 25282)

Gazetted: 27 July 2021

Closing Date: 10 August 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:

1. 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.
2. 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.
3. 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.
4. 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.

5. 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.
6. 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.
7. Actively support clinical supervision, teaching and training activities within and across the program in consultation with relevant Discipline Principal.
8. 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

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 5 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](#).

Please note 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@act.gov.au (02) 5124 1638

Medical Laboratory Scientist

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 21276)

Gazetted: 28 July 2021

Closing Date: 16 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 focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

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

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

Under direction, the successful applicant will be required to perform diagnostic and other technical tests and procedures, play a role in the trouble shooting of instrumentation and Quality Control processes and procedures

at the Canberra and Calvary Hospitals. The successful candidate will be required to participate in the after-hours roster.

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

Strong organisational skills with a high degree of drive

Strong attention to details, reliable and punctual

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

Qualifications:

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

Position Requirements

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).

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

Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

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

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

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

- 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.

NOTES

An order of merit list may be established from this process to fill identical vacancies at level over the next 12 months.

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

Contact Officer: Mary Brun (02) 5124 2879 mary.brun@act.gov.au

Rapid Assessment of Deteriorating Aged at Risk

Rehabilitation Aged and Community Services

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 17535)

Gazetted: 26 July 2021

Closing Date: 9 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 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/>

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. The University of Canberra Public Hospital (UCH) is part of the Canberra Health Service's planned network of health facilities designed to meet the needs of our ageing and growing population.

The RADAR Team is a multi-disciplinary team that provides assessment and clinical management to older adults residing in the ACT. This team consists of Geriatricians, Advance Trainee Registrars, Registered Nurses, Occupational Therapist and Social Worker. Clients are referred by a number of areas both in the hospital and the community, including the GP's, who have a deteriorating elderly patient who can potentially be managed at

home, thus avoiding unnecessary hospital admissions. Clients recently discharged from Canberra Hospital are also referred to RADAR for a follow up if necessary. The RADAR RN level 2 position works closely with Geriatricians, RN's and the Allied Health team, and in conjunction with other health professionals to provide safe, appropriate, and timely care of patients in the community. The RN 2 will actively contribute to provision of short-term assessment and management of elderly clients who are living in the community in collaboration with other team members.

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 candidate will have the following attributes:

Strong organisational skills and ability to lead a small team.

Able to work independently using advanced clinical knowledge of the elderly person.

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

Position Requirements/Qualifications:

Relevant be eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) with a minimum of three years' experience in geriatric setting preferred. A current driver's licence is mandatory.

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 six months.

Contact Officer: Chris Mead 0434 674 442 chris.mead@act.gov.au

Canberra Institute of Technology

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

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

Industry Engagement and Strategic Relations

Industry Engagement

Business Growth and Development

Manager, Business Growth and Development

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 47185)

Gazetted: 27 July 2021

Closing Date: 3 August 2021

Details: Are you a customer focused leader who can grow and strengthen connections, explore the system at different scales and understand the context within? Have you worked in environments of complexity and uncertainty and empowered your team to overcome challenges and see the opportunities to ensure the best outcome for your customers?

As the Manager, Business Growth and Development you will report directly to the Director of Industry Engagement and work closely with the Industry Engagement team.

In this role you will initiate and foster industry relationships, provide strategic advice relating to ACT government training initiatives and lead whole-of-Canberra Institute of Technology's (CIT) business development endeavours with the objective of growing CIT's market share in key areas. You will lead the Business Growth and Development team creating synergies to explore the possibilities, creating opportunities to acquire knowledge, ensure visibility and allow opportunity to experiment which will ensure the best possible customer experience and outcomes. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment

we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This is a temporary opportunity for four months with the possibility of extension up to 12 months.

How to Apply: Interested applicants may provide a pitch of no more than two pages and a current curriculum vitae outlining relevant Skills and Experience and the contribution they believe they can make to CIT's objectives within the CIT Strategic Compass.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona Mitchell (02) 6207 3125 FionaM.Mitchell@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Shared Services

Payroll and HR Systems

HR Systems

HRIMS Administrator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 31602)

Gazetted: 28 July 2021

Closing Date: 11 August 2021

Details: Are you an experienced administrator with SAP SuccessFactors and looking for your next challenge? Do you have excellent technical ability with a strong track record of delivering high quality service, advice, and analysis? Are you skilled in problem solving who enjoys a challenge? The ACT Government is implementing SAP SuccessFactors – an industry leading solution for managing the employee lifecycle from Recruitment and Onboarding, Workforce Administration, Pay to Career Development and Learning – across the Whole of ACT Government. Shared Services Payroll and HR Systems has a Temporary Vacancy for a Human Resource Management Solution (HRIMS) Administrator to join our team and hit the ground running. As the Administrator of the HR Systems' Workforce Administration (WFA) Systems Configuration, you will support the Assistant Director with the design, implementation and management of best practice Information Technology (IT) Service Management as it relates to the functional administration of HRIMS. 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:

Experience with SAP SuccessFactors Administration and Configuration is an essential requirement for the role.

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

Selection may be based on application and referee reports only.

How to Apply: Please submit a two page pitch, addressing the Behavioural Capabilities within the attached Position Description and telling us why you are the best person for the role. Please also submit a current curriculum vitae and contact details for two referees - one of these referees must be someone who has worked for you.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ellen Somerville (02) 6207 6678 Ellen.Somerville@act.gov.au

Shared Services

Payroll and HR Systems

HR Systems

Assistant Director, HRIMS Administration

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 08278)

Gazetted: 28 July 2021

Closing Date: 11 August 2021

Details: Are you an experienced administrator with SAP SuccessFactors and looking for your next challenge? Do you have excellent technical ability with a strong track record of delivering high quality service, advice, and analysis? Are you skilled in problem solving who enjoys a challenge? The ACT Government is implementing SAP SuccessFactors – an industry leading solution for managing the employee lifecycle from Recruitment and Onboarding, Workforce Administration, Pay to Career Development and Learning – across the Whole of ACT Government. Shared Services Payroll and HR Systems has a Temporary Vacancy for an Assistant Director of Human Resource Management Solution (HRIMS) Administrator to join our team and hit the ground running. As the Assistant Director of the HR Systems' Workforce Administration (WFA) Systems Configuration, you will lead the design, implementation and management of best practice Information Technology (IT) Service Management as it relates to the functional administration of HRIMS.

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:

Experience with SAP SuccessFactors Administration and Configuration is an essential requirement for the role.

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

How to Apply: Please submit a two page pitch, addressing the Behavioural Capabilities within the attached Position Description and telling us why you are the best person for the role. Please also submit a current curriculum vitae and contact details for two referees - one of these referees must be someone who has worked for you.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ellen Somerville (02) 6207 6678 Ellen.Somerville@act.gov.au

National Arboretum Canberra and Stromlo Forest Park

Facilities Maintenance Officer

General Service Officer Level 9 \$77,011 - \$87,032, Canberra (PN: 22621)

Gazetted: 28 July 2021

Closing Date: 11 August 2021

Details: The National Arboretum Canberra and Stromlo Forest Park Branch is seeking Expressions of Interest from suitable candidates to fill the permanent role of Facilities Maintenance Officer at the National Arboretum Canberra.

Reporting to the Operations Manager, the Facilities Maintenance Officer is responsible for all building maintenance and repairs in compliance with applicable building, work safety, fire, and environmental codes and regulations. This role is also responsible for liaising and overseeing contractors and assisting with Branches building maintenance planning and budgeting.

Good communication skills and digital aptitude are important in this role, the successful candidate will be required to liaise at various levels across a range of areas with contractors, external stakeholders and throughout the ACT Government, whilst maintaining a high degree of professionalism.

The candidate will also need to adhere to and promote the principles of Respect Equity and Diversity (RED), Work Health and Safety, and the ACTPS Values and Signature Behaviours to maintain a safe, healthy, and fair workplace for all staff.

If you are experienced in the facilities maintenance field, take pride in your work and your ability to conduct and arrange work in an efficient and safe manner, we want to hear from you.

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:

Mandatory:

Current driver's licence.

Highly Desirable:

Minimum Level 2 licensed playground inspector.

EWP operations.

Plant operator's licences.

Side by side ATV licence.

Work Health and Safety (WHS)/Construction industry White Card.

Asbestos Awareness.

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.Electrical Appliance test and tag.

First aid certificate or willingness to obtain.

Other Requirements:

This position requires a pre-employment medical.

This position may involve direct supervision of staff.

Ability to work overtime and outside standard working hours including weekends if required.

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

How to Apply: Applicants should provide a written Expression of Interest of no more than two pages, current curriculum vitae and contact details for two referees. Applicants should show evidence of their skills and experience with consideration for the duties of the role and Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amalie Shawcross (02) 6207 7603 Amalie.Shawcross@act.gov.au

Workplace Safety and Industrial Relations

Injury Management

Rehabilitation Case Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 25799)

Gazetted: 27 July 2021

Closing Date: 12 August 2021

Details: An exciting opportunity exists in the Injury Management Team, Workplace Safety and Industrial Relations for an enthusiastic and motivated individual who is keen to work in a dynamic, busy and challenging environment. The position of Rehabilitation Case Manager centres on the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is fostering working relationships with managers, employees, and allied health professionals.

Essential to the role is proactive communication and the coordination of day to day case management to drive optimum and sustained outcomes. This is a fast-paced operational environment and the ability to meet tight deadlines while managing competing priorities is essential. The successful applicant will have superior problem solving and time management skills and demonstrate resilience and the ability to work in a highly complex environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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: Qualifications and or extensive practical experience in Work Health and Safety, Human Resources, Allied Health or other related disciplines and/or experience in case/claims management and rehabilitation will be well regarded.

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

How to Apply: Please provide a two page pitch, outlining your Skills and Experience relevant to the role, along with a copy of your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chelsea Drewsen (02) 6205 5203 chelsea.drewsen@act.gov.au

Economic Development

Minister and Executive Coordination Team

Directorate Liaison Officer (DLO) – Economic Development

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 41878)

Gazetted: 27 July 2021

Closing Date: 3 August 2021

Details: The Minister and Executive Coordination Team (MECT) within Economic Development are seeking an experienced and engaged officer to work as a direct liaison between the Economic Development Division of

CMTEDD and the four Ministers offices that we service. While a member of MECT, the successful applicant will work day-to-day at the ACT Legislative Assembly to ensure efficient management of information and advice to and from the ministers offices. The successful candidate will require strong attention to detail and communication skills, and the ability to work effectively in a fast-paced 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.

Notes: This is a temporary position until 30 June 2022 with the possibility of extension. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note, this position has a designated workstation/desk at the ACT Legislative Assembly.

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: Susan Hanns (02) 6207 4534 Susan.Hanns@act.gov.au

Assistant Director, Business Development and Information

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 33199)

Gazetted: 26 July 2021

Closing Date: 9 August 2021

Details: Are you a proactive and innovative thinker who can respond quickly to opportunities and challenges as they're identified? Do you thrive on a busy environment, where you can make a direct contribution to the management and support services relating to one of the Government's critical information systems?

There is an opportunity to manage the Business Development and Information team in the Assistant Director role. This team provides a range of system access control and audit functions including business information processing, data integrity and reporting and the quality assurance testing of Access Canberra's critical business system (rego.act).

The role also involves building and managing stakeholder relationships with ACT Government Directorates and external agencies/organisations including other Australian road transport and regulatory agencies, industry and the public.

The successful applicant for this role will have great attention to detail, the ability to juggle competing priorities and the ability to lead a team to provide high quality customer focused outcomes in a regulatory environment. High level communication skills will be essential, along with the need to contribute to the delivery of significant projects and to establish a positive culture in the team.

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.

Note: This is a temporary position available from 19 August 2021 for a period of up to six months to 18 February 2022 with the possibility of extension.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: John Moore (02) 6205 7240 John.Moore@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.

Policy and Cabinet

Office of The Coordinator General – COVID-19 Non-health response

Commonwealth-State Relations

Assistant Director

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52820)

Gazetted: 26 July 2021

Closing Date: 9 August 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 Commonwealth-State Relations team is seeking an agile Assistant Director who is a critical thinker and can work collaboratively across government and other jurisdictions to support the Office of the Head of Service and the Chief Minister in relation to matters of local and national significance, including for the National Cabinet. Working collegially in a small team, the Assistant Director will build strong relationships across the public service, with the Commonwealth and other jurisdictions to maintain productive relationships and provide whole of government governance, coordination and strategic policy advice.

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. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill 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.

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

Digital, Data, and Technology Solutions

Technology Services

Networks, Communication Services, and ICT Facilities

Network Engineer

Information Technology Officer Class 1 \$71,963 - \$81,917, Canberra (PN: 17551)

Gazetted: 27 July 2021

Closing Date: 10 August 2021

Details: Networks, Communications Services, and ICT Facilities (NCS) are seeking a motivated and enthusiastic technical officer with experience in managing network infrastructure to be responsible for providing network technical support for operational and project related activities. The role will primarily maintain the day to day operations of the ACT Government network infrastructure and the provision of new services for a diverse customer base.

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:

Relevant degree, diploma, certificate, vocational or industry certificate in the Data Telecommunications field and/or relevant work experience in a workstation client server WAN/LAN environment is highly desirable.

Hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or ability to obtain and maintain a certificate is mandatory. Class C driver licence is essential.

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

How to Apply: Suitability for this position will be assessed on your Skills, Knowledge, and Behavioural Capabilities in relation to the Duties/Responsibilities listed in the Position Description. Please submit a personal pitch (of no more than two pages) in response to your suitability for this position, curriculum vitae, and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jamie Reid (02) 6205 9514 Jamie.Reid@act.gov.au

**Digital, Data and Technical Solutions
Customer Engagement Services Branch
Health ICT**

Assistant Director Systems Integration

Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 37710)

Gazetted: 23 July 2021

Closing Date: 13 August 2021

Details: The Embedded Health ICT Team are seeking an experienced and motivated person to take on the role of Assistant Director Systems Integration.

The Embedded Health ICT Team are part of Customer Engagement Services Branch (CESB) which is a large branch within Digital, Data and Technology Solutions, which plays a key role in servicing and supporting the ACT Government Directorates. CESB provides frontline services—including the ICT Service Desk and the presence of client facing staff in each of the Directorates—enabling the provision of contextual advice and guidance as well as business system support services which enhance customer experience.

As part of a dynamic ICT team embedded within the Health Directorate, the position will provide the technical advice required to guide the development and implementation of the integration infrastructure required to support the exchange of information and data between Health Directorate systems.

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/clearance or ability to obtain and maintain a certificate is mandatory.

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

Selection may be based on application and referee reports only.

How to Apply: Please provide

Curriculum Vitae (CV)

Two-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the Position Description

Names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Kondakis (02) 6205 3656 andrew.kondakis@act.gov.au

Economic and Financial Group

Insurance Branch

Support Officer, Insurance Branch

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 33684)

Gazetted: 23 July 2021

Closing Date: 6 August 2021

Details: Are you someone who is looking for a challenge and the chance to contribute to the Canberra community? The Insurance Branch is looking for someone who can provide support to the team. Insurance experience is not required. If you are an enthusiastic individual willing to learn and have an interest in working with legislation and policy, then we are keen to hear from you. The Insurance Branch administers the Motor Accident Injuries Scheme and the Lifetime Care and Support Scheme.

This part-time temporary position is an opportunity to assist with the work of the Motor Accident Injuries Commission and the Lifetime Care and Support Commission. The MAI Commission is the regulator for the Motor Accident Injuries Scheme, the insurance you have as part of the vehicle registration. The Lifetime Care and Support Commission provides treatment and care for people who are catastrophically injured in motor accidents and at the workplace.

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:

Tertiary, or substantial progress towards, qualifications, particularly in business, economics or law are desirable.

Notes: This is a temporary part-time position available immediately for six months at (21) hours per week. The above full-time salary will be pro-rata. This position will be 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: Interested applicants should have good written and oral communication skills. You are asked to provide a two-page response to the Selection Criteria, including examples that demonstrate your capacity for the work. A current curriculum vitae and the details of at least two referees, preferably a current or recent supervisor, is required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Philip (02) 6207 0018 Andrew.Philip@act.gov.au

Junior Data Scientist

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 10576)

Gazetted: 22 July 2021

Closing Date: 24 August 2021

Details: Sitting within the Compliance section, the ACT Revenue Office's Business Intelligence team is at the forefront of creating a data driven taxation compliance program and delivering better digital services to ACT taxpayers.

A small agile team with a lot of autonomy, the role would suit someone willing to apply their strong technical skills to manipulate and present data in a way that drives value for the business. A curiosity and a willingness to solve problems is essential to this role. Experience in helping a business design a data driven solution, as opposed to just building from a given plan, is essential.

Successful applicants must be able to work in a small team environment and the discipline to manage their own projects. An ability to guide and mentor co-workers is essential.

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: Relevant professional qualifications/certifications, and/or extensive relevant experience are 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: Applicants should submit their curriculum vitae and a completed questionnaire by the closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rino Ciaccia (02) 6207 5984 Rino.Ciaccia@act.gov.au

Procurement ACT

Procurement Policy and Capability Branch

Policy Development Section

Assistant Director, Policy Development

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 51917)

Gazetted: 22 July 2021

Closing Date: 5 August 2021

Details: Are you passionate about driving positive policy outcomes? Are you looking for a new frontier to put your high-level policy skills to solve some of the wicked problems that impact the Canberra community?

Procurement ACT is looking for an experienced policy officer to join our team in leading innovative and meaningful whole of government procurement policy.

We operate in a fast paced and dynamic environment to deliver on key Government priorities through procurement policy with diverse topics ranging from gender equality, diversity, circular economy, modern slavery, and business development. You will work within a small and dedicated team of experts to develop and revise procurement related legislation and policy working from the planning stage through to implementation and evaluation. Our team believes in solving problems through collaboration, supporting innovation, while also injecting fun into what we do.

Our ideal candidate is a super policy officer who can manage projects to tight deadlines, engage productively with a broad range of stakeholders, write effective briefs, policy, and guidance documents, think outside the square to engage meaningfully with risk, and help lead and mentor the team's junior staff. While an understanding of

government procurement, and in particular, the ACT Government procurement framework is highly desirable, it is not mandatory.

In return, we will offer you a supportive and professional team environment that allows you to apply and build on your skills to advance your career to the next level.

If joining a super policy team has been on your to-do list, what are you waiting for? Send us your application and get started on the next exciting chapter in your career!

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: An understanding of government procurement, and in particular, the ACT Government procurement framework is highly desirable, but is not mandatory.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. **How to Apply:** Please apply by providing a two-page maximum expression of interest responding to the Selection Criteria, and please provide a copy of your curriculum vitae. Applications should be submitted via the Apply Now button below.

Contact Officer: Kyla Kerkow (02) 6207 6709 kyla.kerkow@act.gov.au

Shared Services

Records Project Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 05755, several)

Gazetted: 23 July 2021

Closing Date: 30 July 2021

Details: An exciting opportunity within the Record Services/Physical Records team has become available to undertake the Records Project Officer role. The successful applicant will undertake a variety of records projects including data cleansing, sentencing of paper records in accordance with the Territory Records ACT and physical creation and transfer of records. The Records Project Officer will also assist with project reporting through data analysis, Key Performance Indicators (KPI) tracking and quality improvement tasks. The successful applicant will have the ability to gain or already have a good understanding of the present ACT Government structure, to analyse data to accurately maintain records in accordance with Physical Records Support processes.

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 position at times involves manual handling work.

Note: There are several positions available.

How to Apply: Please submit a two page (maximum) personal pitch demonstrating your suitability for this role against the Professional, Technical Skills, Knowledge and Behavioural requirements located in the Position Description, a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexander Eglitis (02) 6207 9000 alexander.eglitis@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

Assistant Director

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 37714, several)

Gazetted: 27 July 2021

Closing Date: 10 August 2021

Details: The Office of the Coordinator-General for Family Safety is seeking applications from enthusiastic and committed project and policy managers to join our team working with a whole of government remit to lead and

improve an informed, capable and connected response to address domestic and family violence in the ACT. The Office supports the Coordinator-General, providing strategic leadership coordination, policy analysis and innovation expertise to drive cultural change and system reform. The role of the Office includes developing new and sustainable ways of working across government and community that focuses on intervening earlier, reducing barriers to access, joining up and integrating services, responding to diverse needs, maximising collective impact and holding perpetrators to account. You will need to have experience or a good understanding of the issues related to domestic, family and sexual violence and be able to manage a combination of planned strategic work and reactive government business. Having the ability to manage stakeholder relations and work collaboratively with others to research, design and implement evidence based policy and project initiatives is very important in the role. Relevant qualifications or experience working on domestic, family and sexual violence matters will be highly regarded.

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: There are several temporary vacancies available for a period of 12 months with the possibility of permanency.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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. Part time and job sharing applications are welcome to apply.

How to Apply: Please submit a two page pitch outlining your claims against the Selection Criteria and highlighting your strengths in project or policy management, along with your curriculum Vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vasiliki Bogiatzis (02) 6205 5175 Vasiliki.Bogiatzis@act.gov.au

Children Youth and Families

Children and Families

Child Development Service

Corporate Administration Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 36168)

Gazetted: 26 July 2021

Closing Date: 11 August 2021

Details: The Child Development Service (CSD) has a temporary position available for a Corporate Administration Officer with the Child Development Service.

The Corporate Officer in this position will be focussed on supporting the Child Development Service to deliver the best possible outcomes through a range of administrative support functions to provide high quality customer services to clients and staff. The position reports to the Child Development Service Senior Manager.

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

Eligibility/Other Requirements:

- Experience and/or desire to work in a community services environment.
- Experience in supervision of administrative support officers.
- Proficiency with Microsoft Office products and database systems.
- Current driver's licence.

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

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, please note a limit response to 400 words per criteria. Please also include a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Parker (02) 6205 1595 katherine.parker@act.gov.au

Housing ACT

Infrastructure and Contracts

Portfolio Planning and Alignment

Senior Project Officer - Sales and Acquisitions

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52313)

Gazetted: 26 July 2021

Closing Date: 9 August 2021

Details: Housing ACT are looking for a diligent, versatile and enthusiastic person to join the Portfolio Planning and Alignment team as the Senior Project Officer - Sales and Acquisitions.

The Senior Project Officer is responsible for managing the sale and acquisition of property to support the ACT Housing Strategy: Growing and Renewing Public Housing program. It supports the Assistant Director, Portfolio Planning and Alignment, to implement the annual capital program and prepare reports and recommendations on purchases, auction sales, sales to tenants and shared equity applications. The position works closely with various teams throughout Housing ACT to ensure the sale and acquisition of property is meeting the needs of current and future tenants, in alignment with the current Acquisition Strategy.

Building and maintaining relationships is an important part of the position's responsibilities. We are looking for people with strong interpersonal skills and an ability to develop and use relationships and networks with internal and external stakeholders. More information can be found in the position description.

Eligibility/Other requirements:

Relevant Qualifications and Experience: experience in – or a willingness to acquire skills – in property, building, real estate or contract management is highly desirable. A current driver's licence is essential.

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

How to Apply: Applications should be written as if to an expression of interest with consideration of the Selection Criteria, to a maximum of two A4 pages, plus curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Taylor Beaton (02) 6207 2411 Taylor.Beaton@act.gov.au

Inclusion and Participation Branch

Social and Community Inclusion

Office for Women

Program Coordinator- Office for Women

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52524)

Gazetted: 22 July 2021

Closing Date: 12 August 2021

Details: The Program Coordinator will play a key role in leading the development and implementation of the Understanding Building and Construction Pilot program.

The Program Coordinator will form part of the Office for Women team and work together (alongside external stakeholders) to deliver a proactive and collaborative approach to delivering the Actions in our Second Action Plan 2020-2016 (SAP).

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

Eligibility/Other Requirements: Experience or understanding of the building and construction industry would be highly desirable

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

How to Apply: Applicants are asked to frame their statement of claims around the Selection Criteria, keeping in mind the key responsibilities of this position.

Please submit your application (no more than) a two page pitch, your curriculum vitae and a contact list of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Freya Obrien (02) 6205 8434 freya.obrien@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Chef/Cook - Bimberi Youth Justice Centre

General Service Officer Level 6 \$61,197 - \$63,979, Canberra (PN: C11807)

Gazetted: 22 July 2021

Closing Date: 5 August 2021

Details: We are seeking an enthusiastic, motivated and suitably qualified person to work as a casual Chef at Bimberi Youth Justice Centre. As a Chef you will be responsible to work as part of a small team to manage the day to day operations of a kitchen in a youth detention facility. This will include the preparation and serving of meals ensuring appropriate dietary, nutritional and cultural needs are met.

The successful applicant will display sound communication skills and demonstrate a capacity to work as part of the Bimberi Residential Services team. This position will be required on an adhoc casual basis and involves shift work and would suit someone who doesn't mind working autonomously as part of their shift arrangements.

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant intervention to children, young people and their families. It is comprised of Bimberi Youth Justice Centre (BYJC) and Bimberi Community Residential Services (BCRS), including Narrabundah House Indigenous Supported Residential Facility (NHISRF).

BYJC is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Childrens or Supreme Courts.

Eligibility/Other Requirements

Certificate III or IV in Commercial Cookery, or equivalent, from a registered training organisation.

Senior First Aid Certificate or willingness to attend training.

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

Notes: Offers of employment will be made on a casual basis. 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: Applications will be assessed against the Selection Criteria in relation to the duties/responsibilities, qualifications and personal qualities listed in the position description. To apply please send us your application detailing your experience and how they make you the best person for this role, your current curriculum vitae and contact details of at least two referees. If you wish to find out more about the position, please call the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Surya Maharjan on surya.maharjan@act.gov.au or (02) 6207 3480

Strategic Policy

Executive

Executive Unit

Executive Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52576)

Gazetted: 22 July 2021

Closing Date: 5 August 2021

Details: Strategic Policy is responsible for the development and provision of human services policy, programs, and funding, as well as governance and advice to the Executive and the Office of the Minister. The Division brings together strategic policy advice, data analysis, digital strategy and Aboriginal and Torres Strait Islander policy and engagement to address areas of increased focus and priority for the Directorate, including early intervention system reform for children, young people and families.

Strategic Policy is seeking applications for an Assistant Director (SOG C) to provide high level advice and executive support to the Executive Group Manager, coordinate briefs and advice, and manage the advisory and briefing workflow, ensuring quality, timeliness, accuracy, and consistency.

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

How to Apply: Please submit a two page pitch along with your curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacinta Evans (02) 6205 5147 jacinta.evans@act.gov.au

Strategic Policy

Executive Unit

Executive Assistant

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 52577)

Gazetted: 22 July 2021

Closing Date: 5 August 2021

Details: Strategic Policy is responsible for the development and articulation of policy for the Directorate, including addressing early intervention and primary prevention services and achieving better outcomes for Aboriginal and Torres Strait Islander Canberrans. The Division brings together strategic policy advice, data analysis, digital strategy and Aboriginal and Torres Strait Islander policy and engagement to address areas of increased focus and priority for the Directorate.

Strategic Policy is seeking applications for an Executive Assistant to undertake high level coordination, liaison, and advice on activities of the unit, including liaison with the Office of the Director-General, senior government officials, internal and external clients, and maintain effective working relationships across the Directorate. While also monitoring the workflow and quality control of output from the Executive Group Manager's Office.

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

How to Apply: Please submit a two page pitch along with your curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacinta Evans (02) 6205 5147 jacinta.evans@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Front of House

Duty Manager

Patron Services Officer Level 4 43.53 per hour, Canberra (PN: CF Casual)

Gazetted: 22 July 2021

Closing Date: 19 August 2021

Details: We are looking for an experienced self-starter who is passionate about customer service and sales in a performing arts environment.

You will have an in depth understanding and knowledge of events management including food and beverage operations.

To be successful in this role you will be a proactive leader who is able to supervise and manage a large pool of casual employees and delegate tasks as appropriate.

This role requires multi-tasking skills and ability to manage a casual workforce in a changing environment.

Note: This is a casual position. You will need to be available to work evening and weekend hours and be on call if necessary.

How to Apply: Applicants must provide a one page Pitch Statement (500 words max.) indicating what you would bring to this role, along with a current curriculum vitae and contact details of two referees.

Contact Officer: Carole Arulantu (02) 6243 5766 carole.arulantu@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

Student Engagement

Senior Director Targeted School Support

Senior Officer Grade A \$153,041, Canberra (PN: 09420)

Gazetted: 28 July 2021

Closing Date: 11 August 2021

Details: The Senior Director Targeted School Support is a key role in the Directorate and across ACT Government. The Senior Director has responsibility supporting ACT public schools to manage risk associated with challenging and complex behaviours, including student attendance. The Senior Director provides strategic leadership in the development and delivery of case coordination and school support services.

This role reports to the Executive Branch Manager Student Engagement, including day to day reporting obligations, to ensure a consistency in approach across all student facing support services.

The position requires a person with exceptional leadership and management skills including expertise in policy development and advice to Government. Ideally, the successful candidate will have demonstrated experience leading diverse teams and excellent stakeholder engagement.

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

How to Apply: Please submit a current curriculum vitae, details for two referees and a written response to the Selection Criteria (maximum five pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessie Atkins 0423 079 443 jessie.atkins@act.gov.au

Service Design and Delivery

Student Engagement

Student Engagement Health Professional Class 1/2/3

Health Professional Level 1/2/3 \$64,531 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 55133, several)

Gazetted: 28 July 2021

Closing Date: 13 August 2021

Details: Student Engagement Branch values the role allied health professionals play in improving the educational outcomes for children and young people. We are currently seeking speech language pathologists, occupational therapists, social workers and physiotherapists at Health Professional 1, 2 and 3 levels to grow and expand our service offer. In joining the Student Engagement team, you will have opportunity to undertake a wide range of roles including providing direct support to schools, supporting our Flexible Education programs, Network Student Engagement Teams, Targeted Support Teams and more.

Eligibility/Other Requirements:

Current drivers licence essential, including access to a private vehicle for work purposes.

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

Tertiary qualifications in Occupational Therapy, Physiotherapy, Speech Language Pathology or Social Work.

Current professional registration:

Occupational Therapist or a Physiotherapist registration with the Australian Health Practitioner Regulation Agency (AHPRA) and the capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with the relevant Workplace Health and Safety standards.

Social worker membership with the Australian Association of Social Workers or eligibility for membership.

Speech and Language Pathologists membership or eligibility for membership with Speech Pathology Australia.

Note: This is a temporary position available immediately for a period of 12 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill similar vacancies over the next 12 months. Placements will be offered on the basis of organisational/profession need, Health Professional Level of available vacancy and applicants' availability. Full time and part time hours will be considered. Selection may be based on application and referee reports only.

Applications will be assessed in line with the Health Professional Work Level Standards – [Health Professionals Work Level Standards](#)

***Relocation allowances may be available for suitable candidates in accordance with C18 – Reimbursement of Reasonable Relocation Expenses, [ACT Public Sector Health Professional Enterprise Agreement 2018 -2021](#).

How to Apply: If you are interested in making a difference to the outcomes of our children and young people, we encourage you to submit an application. To enable us to assess your merit, your application should include your: Current curriculum vitae

Your curriculum vitae is your introduction to the selection committee and includes personal details, professional experience, and qualifications. It may also contain a list of publications, presentations, awards or honours, affiliations with professional associations and community interests relevant to the capabilities. The format may be chronological and/or functional. A chronological curriculum vitae starts with your most recent experience. A functional curriculum vitae concentrates on what has been achieved, rather than the positions held. Focus on relevant achievements rather than merely describing the duties of positions held.

Individual response to the Selection Criteria

In four pages or less your Statement of Claims against the selection criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. It is in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Two Referees

Provide two referees with a thorough knowledge of your work performance and outlook. Ensure that one of the referees is your current or immediate past supervisor. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. It may also be necessary to go to additional referees. Referees will not be contacted without your knowledge.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan (02) 6205 1310 SDDRecruitment@act.gov.au

Assistant Director

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 34827)

Gazetted: 28 July 2021

Closing Date: 4 August 2021

Details: Successful applicants will be member of a dynamic team providing leadership and support, within and with all ACT Government schools in School Operations. Team members will need to establish highly effectively relationships with all members of the school community, to support the Directors of School Operations in case coordination and collecting and synthesizing data for schools. You will have proven ability to provide high level customer service, manage planned outcomes within tight timeframes, demonstrate high level communications, organisation and writing skills and actively participate in open discussion with a problem- solving mindset. Teams will work with a variety of schools and have an understanding of each school's unique setting to enable the development of relevant supports. As a team member you will need to be resilient and tactful, passionate about what you do and committed to making a difference.

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

Notes: This is a temporary position available for six months with the possibility of extension or permanency. Selection may be based on application and referee reports only.

The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

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:

Your statement of claims against the Selection Criteria should summarise how your skills and experiences would enable you to fulfil the responsibilities of the position. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them. Maximum of 250 word per Selection Criteria.

Curriculum vitae.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Todd Brazier (02) 62053313 Todd.Brazier@act.gov.au

Administrative Services Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 00228)

Gazetted: 28 July 2021

Closing Date: 4 August 2021

Details: School Improvement Group is responsible for implementing the Directorate's school improvement strategy with a focus on evidence-based practice and implementation of school improvement initiatives. The responsibility includes the day-to-day executive leadership of school operations for all 90 ACT public schools, including management of critical issues and complex complaints management.

School Operations empowers leadership teams daily by providing timely information and advice about operational processes and effectively brokering ESO supports to ensure the optimal functional health of all schools. Our work contributes to the Education Directorate's mission by ensuring that all school leaders are best informed to develop and deliver educational services that empower each young person in the ACT to learn for life.

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: This is a temporary position available immediately for a period of six months with possibility or 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. Selection may be based on application and referee reports only.

How to Apply: Submit a pitch of up to two pages addressing the Selection Criteria and your suitability for the role, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bernadette Hayes (02) 6205 3313 Bernadette.Hayes@act.gov.au

Business Services

People and Performance

Workplace Relations

Assistant Director, Workplace Relations

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52344)

Gazetted: 27 July 2021

Closing Date: 17 September 2021

Details: The Assistant Director, Workplace Relations (WR) is part of a team responsible for the managing the ACTPS Enterprise Agreement bargaining and implementation processes covering all Education Directorate (EDU) employees. WR oversees the implementation of agreed outcomes and/or initiatives arising from the Enterprise Agreements negotiations.

WR provides industrial relations services and high-quality advice to senior executives and key stakeholders on matters of conditions of service and employee obligations outlined in the ACTPS Employment Framework, Enterprise Agreements and other legislation.

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

How to Apply: Please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Tarrant (02) 6205 4419 Sarah.Tarrant@act.gov.au

Business Services

Communications, Engagement and Government Support

Ministerial and Corporate Reporting

Assistant Director, Ministerial and Corporate Reporting

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 14966)

Gazetted: 27 July 2021

Closing Date: 10 August 2021

Details: The successful applicant will be involved in all things Cabinet and Assembly and is responsible for overseeing and ensuring all Directorate matters in relation to the Cabinet and Assembly business are coordinated and actioned in a timely manner with a high degree of rigour. The position also has oversight of the management and coordination of ministerial correspondence and briefings for the directorate and provides support to the Directorate Liaison Officer.

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 Directorate's Cabinet and Assembly business.

The ideal candidate will have excellent interpersonal, communication and relationship building skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing priorities. The position requires commitment to continuous improvement, high level of attention to detail and the ability to exercise sound judgement, flexibility, tact and discretion.

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

Applicants 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: Emma Taber (02) 6205 6869 emma.taber@act.gov.au

Business Manager (Evatt Primary School)

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 00562)

Gazetted: 27 July 2021

Closing Date: 10 August 2021

Details: Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the school community through business leadership and engagement.

Evatt Primary School is looking for an innovative Business Manager to join the school leadership team.

Evatt Primary is P-6 School with an enrolment of approx. 350 students. At Evatt Primary School we are committed to working with parents as partners in learning to ensure that all students succeed. We are committed to the holistic development of every child - socially, emotionally, academically, culturally, and physically. As a professional learning community, we work collaboratively to ensure all students achieve their learning potential and enjoy coming to school to learn, share, celebrate and have fun. The Business Managers position is a critical role in promoting and upholding our school vision.

Education is of strategic importance to Canberra and our schools and School Support Officers play a vital role in building the national capital's social and economic future. To ensure that ACT public schools remain among the best in Australia, we employ only officers of the highest quality. You can be assured that in your role you will be highly valued by the school and its community.

The successful applicant will play a vital role in setting up the school, it's staff and the community for success through business leadership and engagement.

This role will be an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. Responsibilities include financial management; coordination of Government business requests, management and monitoring of contracts and leases, managing relationships with partners and vendors, identify opportunities and create business development plans to assist the school in delivering its strategic vision and business plan.

An ability to think critically will be vital in providing informed advice to the Principal to minimise risks, meet compliance requirements, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and setting up protocols. Excellent communication and customer service skills will be essential. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They provide valuable, enabling support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes.

Responsibility for leading, mentoring and managing the education support staff of the school also falls within the expectations of this role.

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

Desirable:

A First Aid Certificate or a willingness to undertake appropriate training.

Experience in a business-related role.

Financial qualification or relevant experience.

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

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria as detailed in the Position Description, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Hatswell (02) 6142 1640 Michael.Hatswell@ed.act.edu.au

School Performance and Improvement

School Improvement Branch

School Improvement

Administration Service Officer 5

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 41932)

Gazetted: 26 July 2021

Closing Date: 2 August 2021

Details: School Improvement Group is responsible for implementing the Directorate's school improvement strategy with a focus on evidence-based practice and implementation of school improvement initiatives. The responsibility includes the day-to-day executive leadership of school operations for all 90 ACT public schools, including management of critical issues and complex complaints management.

School Operations empowers leadership teams daily by providing timely information and advice about operational processes and effectively brokering ESO supports to ensure the optimal functional health of all schools.

Our work contributes to the Education Directorate's mission by ensuring that all school leaders are best informed to develop and deliver educational services that empower each young person in the ACT to learn for life.

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: This is a temporary position available for a period of six 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 identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit your curriculum vitae, a written pitch to the role of no more than two pages with two referees who have a thorough knowledge of your work performance and outlook.

The pitch is integral to the application and should be based on the position information. Your curriculum vitae should be up to date and provide relevant information about your education, employment history, experience, and workplace achievements. It should be formatted to make it easy to read.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tori Smullen (02) 6205 3313 tori.smullen@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Strategy, Design and Programs

Director, Program Manager

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 43098)

Gazetted: 27 July 2021

Closing Date: 12 August 2021

Details: Working as part of the Data Insights team, you will provide project management expertise to help deliver a key strategic flagship for the Education Directorate, the Data Insights Project. The project looks to provide data solutions to underpin decision making to support the Future of Education.

This role will ensure projects are delivered in accordance to the WHoG standards. Ensure the priorities are managed and quality of projects are delivered in an efficient and fit for purpose manner.

You will be able to maintain and communicate the organisation's strategy for managing information, ensuring that the business processes and information required to support the implementation of the transformation projects.

You will support engagement across the Branch and ensure projects are well managed including expectations of project deliverables managed, risks and issues identified, and overarching project strategies exist to provide clear frameworks for success. Our ideal candidate takes ownership of issues and will demonstrate the ability to have an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact in the education sector. You will have leadership, staff and project management skills, and a proven ability to provide advice on information management, business applications, information and communication technology and online delivery utilising ITIL fundamentals and Prince2 methodology. Ideally you will have a proven ability to manage planned outcomes within tight timeframes, build relationships, communicate effectively and influence stakeholders in an Education context.

Eligibility/Other Requirements:

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.

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.

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

why you want the role;

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

describe an achievement that you are most proud of.

A current curriculum vitae.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Avon Dissanayake (02) 6207 0461 Avon.Dissanayake@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Data Dashboard Writer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 44262)

Gazetted: 23 July 2021

Closing Date: 10 August 2021

Details: Our ideal candidate will have experience in working across business to understand requirements and then being part of a multi-disciplinary team to communicate the data story to inform decision making. You will work in an environment where the legacy systems are being replaced and old processes are evolving and being re-designed.

You will be confident in a digital transformation space and want to make a positive impact on the business, improve efficiency and communication with stakeholders, and are supportive of the Directorate's commitments to continual improvement. You will be working across the Directorate to help articulate business problems and ensure data is available to underpin decision making through the development of data visualisations and reports. This role will ensure projects are developed in accordance with Whole of Government standards, that priorities are managed, and that the quality of projects are delivered in an efficient and fit for purpose manner. You will be required to produce a range of business analysis artefacts, to support the implementation of Agile projects aligned to digital design approaches.

Eligibility/Other Requirements:

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.

Formal qualifications in a related field or equivalent experience will be highly regarded.

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:

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

about an achievement that you are most proud of.

A current curriculum vitae,

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jay Bellchambers (02) 6207 3006 Jay.Bellchambers@ed.act.edu.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Director – Transformation and Service School Mgt Support

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 43118)

Gazetted: 23 July 2021

Closing Date: 10 August 2021

Details: This is a critical leadership position to lead and direct a team with oversight and prioritisation of SaaS issues, requests and enhancements. The role manages a team that is the first point of contact for schools resolving issues and coordinating enhancements to a core system application.

The position will be a trusted partner in representing the internal customer's digital and technology needs within the Directorate, and will be actively involved in all facets of the Directorate's digital transformation delivery programme.

You will lead engagements with Directors, corporate senior leaders, service managers and external stakeholders to ensure their needs are understood, documented, prioritised and incorporated into vendor plans with progress communicated throughout the delivery process.

You will lead a team of Business System experts and have the ability to mentor motivate and manage the team and priorities. Lastly, at times you will be hands on with an ability to wear multiple hats and juggle priorities, you are resilient and tactful, passionate about what you do and committed to making a difference!

Eligibility/Other Requirements:

Degree qualification in related field or equivalent experience 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.

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

How to Apply:

In two pages or less 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.

A current curriculum vitae,

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Brigitte Karlowatz (02) 6205 4022 Brigitte.Karlowatz@act.gov.au

Service Design and Delivery

Student Engagement

Network School Engagement Team

Manager, Social Work

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 31019)

Gazetted: 22 July 2021

Closing Date: 5 August 2021

Details: Student Engagement Branch is looking for a highly skilled and professional individual to lead the Social Work professional team to deliver a high quality, evidence-based, service as part of an interprofessional team that supports schools, students, and their families at a universal, selected and targeted level to engage in education.

Eligibility/Other Requirements:

Relevant tertiary qualifications in Social Work.

Eligibility to be registered with the Australian Association of Social Workers (AASW).

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.

ACT drivers license and use of own vehicle for work purposes.

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: In five pages or less your Statement of Claims against the Selection Criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. It is in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them. Please also provide a current CV/resume and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Hill 0466 855 762 belinda.hill@ed.act.edu.au

Year Five Class Teacher- Miles Franklin Primary School

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 01743)

Gazetted: 22 July 2021

Closing Date: 29 July 2021

Details: Miles Franklin Primary School is seeking an enthusiastic and outstanding classroom teacher to join us in supporting children to become active, lifelong learners who love to inquire, have a strong sense of international-mindedness and agency, and exhibit the attributes of the IB Learner Profile.

The Year Five team of three teachers collaborates to support children across all subject disciplines through inquiry approaches and social and emotional learning. Building strong relationships with children, staff and families are central to this. As an authorised International Baccalaureate (IB) World School delivering the Primary Years Programme (PYP), experience and/or a commitment to working in an IB school is beneficial but not required as professional learning will be provided.

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 1 August 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.

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

Contact Officer: Georgina Sofatzis (02) 6142 2770 Georgina.Sofatzis@ed.act.edu.au

School Improvement and Performance

Tuggeranong Network

Gordon Primary School

Well Being Support Worker

School Assistant 4 \$68,175 - \$73,820, Canberra (PN: 50722)

Gazetted: 23 July 2021

Closing Date: 30 July 2021

Details: Gordon Primary School is seeking a person to provide high quality pastoral care to students, staff and community members. The Well Being Support Worker, under the direction of the Principal, is required to perform the following duties:

Social and Emotional Support

Mentoring

Community Development

Educational Support

General Administration

Please see Job Description for more information

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.

Certificate IV or Tertiary qualification in Youth Work or a related field is highly desirable First Aid Certificate or willingness to undertake appropriate training is desirable.

Notes: This position is permanent part-time at (10:00) hours per week and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position. In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms or a specific aspect of the Job Description for which clarification would assist the selection panel in making their decision.

Applications should be submitted via the Apply Now button below.

Contact Officer: Murray Bruce (02) 6142 2530 murray.bruce@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.

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

Executive Branch Manager, Communications, Engagement and Media

Temporary Vacancy (asap to 8 October 2021, with the possibility of extension up to nine months)

Environment, Planning and Sustainable Development Directorate

Position: E1019

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 28 July 2021

Are you interested in an opportunity to lead a busy and active communications and engagement branch?

This role leads the Communications, Engagement and Media branch of EPSDD in delivering a range of communications, across all portfolio areas of the Directorate and externally. The role requires a leader who can deliver strategic direction, meet complex and challenging deadlines, maintaining effective relationships while working across multiple policy streams and ministerial portfolio areas.

The branch is responsible for supporting and regularly communicating with the Executive, Minister's offices as well as across the Directorate and media outlets.

You will report directly to the Director-General and work closely with the two Deputy Directors-General.

In filling this role, you will require strong leadership and communication skills and the proven capability to work collaboratively, have a high level of professionalism, lead engagement activities and provide strong representation for the branch and Directorate.

To apply: Interested candidates should submit an EOI that responds to the requirements of the role and how you will fulfil these (maximum 2 pages), a copy of a current curriculum vitae, two referees and confirmation of availability. All EOIs should be emailed to ben.ponton@act.gov.au by no later than COB Friday 30 July 2021.

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

Remuneration: The position attracts a remuneration package ranging from \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

Contact Officer: Ben Ponton (02) 6207 8359 ben.ponton@act.gov.au

Environment, Heritage and Water

Parks and Conservation Services

Parks and Partnerships / Operations Coordination

Project Officer

Technical Officer Level 3 \$77,011 - \$87,032, Canberra (PN: 16754)

Gazetted: 28 July 2021

Closing Date: 11 August 2021

Details: The Operations Coordination team sits in the Parks and Partnerships Section within the Parks and Conservation Service (PCS). The team is responsible for business systems, GIS functions, data integration, coordinating operations planning and workflows and supporting the delivery of work across the conservation estate. The team works closely with internal government stakeholders to ensure that core park management programs are coordinated, prioritised and deliver on agreed conservation objectives and outcomes.

The successful applicant will contribute to and support projects relating to the delivery of core park management operational programs as well as provide business systems support, spatial analysis, data management and Geographical Information Systems (GIS) technical support. The position will work closely with PCS staff as well as Conservation Research, and Natural Resource Management teams in the Division. The position will support the team and report to the Manager, Operations Coordination.

Eligibility/Other Requirements

Mandatory:

Relevant qualifications and experience in spatial science, environment, natural resource management or related qualifications

Current manual driver's license class C.

Working with vulnerable people registration

Highly Desirable:

Experience using ArcGIS Online/Portal, ArcGIS Pro, Survey123, Collector, ArcGIS Dashboards, Microsoft SharePoint Online, PowerBI, Excel, cloud database skills, or ability to learn

Good problem-solving, communications, customer service and stakeholder liaison skills

Attention to detail

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

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 words per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jasmine Glover 0434 896 248 jasmine.glover@act.gov.au

Suburban Land Agency

Development Delivery

Urban and Commercial

Senior Development Manager

Infrastructure Officer 5 \$158,994, Canberra (PN: 40334)

Gazetted: 27 July 2021

Closing Date: 19 August 2021

Details: Applications are sought from potential candidates for the position of Senior Development Manager within the Development Delivery Branch (the Branch) of the Suburban Land Agency (the Agency).

The Development Delivery Branch (the Branch) is made up of two business units – Greenfields Development, and Urban and Commercial Development.

The Branch is primarily responsible for the project planning, community/stakeholder engagement, estate design and land sale delivery of projects that optimise the Territory's social, environmental and economic return on land development activities in the ACT in accordance with the Government's Indicative Land Release Program (ILRP). This includes development of Government owned land for residential, commercial, industrial, community and other uses.

To be successful in this position you will bring extensive experience in project and contract management, specifically in land development. You will apply in-depth knowledge of land and estate development within an urban renewal context to manage project financial feasibility, and land sales documentation. You will effectively and productively build relationships, negotiate and communicate with internal and external stakeholders at all levels (including Executive, the SLA Board, clients, and industry groups).

Eligibility/Other Requirements: The successful occupant will be required to:

hold a relevant professional qualification or accreditation with a professional body (Engineering, Architecture, Project Management) recognised within Australia, or

hold a relevant building degree, or

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

Note: This position will be 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 a supporting statement, addressing the Selection Criteria, of not more than three 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: Irena Sharp (02) 6205 4044 irena.sharp@act.gov.au

Environment

Resilient Landscapes

ACT NRM

Ngunnawal NRM Project Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 52332)

Gazetted: 27 July 2021

Closing Date: 20 August 2021

Details: Join a great team delivering Aboriginal environmental and cultural heritage programs including Kickstart and Aboriginal Natural Resource Management (NRM). Kickstart program offers a different type of vocational education experience to students, using culture and land management and other areas of learning as a way to re-engage both Aboriginal and non-Aboriginal students in learning, improve school attendance and retention rates, and develop future leaders in the Aboriginal and Torres Strait Islander Community. The Aboriginal NRM Program involves innovative community engagement, cultural interpretation, heritage and land management activities that support the Ngunnawal people and the broader Aboriginal and Torres Strait Islander community - to better manage our local cultural landscape 'Country'.

This role builds on the government's long-term commitment to Aboriginal programs which acknowledge the interconnected relationship between the health of the environment and the cultural wellbeing of Aboriginal and Torres Strait Islander people; and the unique knowledge skills and responsibilities Aboriginal and Torres Strait Islander people bring to the management of land, vegetation, water and cultural landscapes.

This is a Ngunnawal Community specific Identified position and applicants from the Ngunnawal community are encouraged to apply.

Eligibility/Other Requirements

Demonstrated experience working collaboratively with Ngunnawal Traditional Custodians with a demonstrated understanding of Ngunnawal community governance, values and 'On Country' issues applicable to management of natural resources (land, water, vegetation).

Sound ability to develop and coordinate innovative community engagement, cultural heritage and/or on-ground environmental projects with Ngunnawal people.

Sound judgement, well-developed resource, time and project management skills to meet deadlines and achieve objectives; and ability to work independently and collegiately as part of a busy team to achieve program objectives.

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

Notes: 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: Provide a two page pitch as to why you are suitable for the role and also include your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Frank Garofalow (02) 6207 0497 frank.garofalow@act.gov.au

Ngunnawal Project Officer

Administrative Officer - Professional Services \$82,506 - \$87,331, Canberra (PN: 52331)

Gazetted: 26 July 2021

Closing Date: 19 August 2021

Details: This is an exciting new position based in Environment, Planning and Sustainable Development Directorate (EPSDD)'s Conservation Research team, supporting the building of strengthened and respectful relationships with the Ngunnawal community, the engagement of Ngunnawal people into ecological surveys and programs, and embedding respect for Ngunnawal cultural aspirations, values, knowledge and advice in our work.

Conservation Research (CR) is a unit within EPSDD and is responsible for a range of applied ecological research and monitoring programs.

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

Eligibility/Other Requirements:

Mandatory:

A current manual driver's licence.

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.

Willingness to work with computers for long periods of time.

Willingness and ability to work in remote locations, on boats, out of hours and in adverse weather conditions, and the ability to work independently in the field if required.

Desirable:

A person who is of Ngunnawal descent and recognised within the Ngunnawal community.

A Certificate in Conservation and Land Management (or equivalent) or evidence that you are currently completing such a qualification; otherwise, previous work experience in roles of a similar nature focusing on environmental and or land management.

Experience in fauna surveys and plant identification (land or water species).

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

How to Apply: Please apply with your curriculum vitae and a two page response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rosie Cooney (02) 6205 0023 Rosie.Cooney@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

Custodial Operations

Correctional Officer Class 1

Correctional Officer Trainee \$49,472, Canberra (PN: 11336, Several)

Gazetted: 28 July 2021

Closing Date: 18 August 2021

Title: Trainee Correctional Officer (automatically converted to a Correctional Officer Grade 1 upon successful completion of training)

Class: Trainee Correctional Officer (automatically converted to a Correctional Officer Grade 1 upon successful completion of training)

Salary: \$49,472 (Trainee Salary) \$67,595 - \$80,606 (Correctional Officer Grade 1 salary upon successful completion of training)

Do you have what it takes to be a Correctional Officer? Do you have life experience and an interest in community safety? Do you like working in a team and have exceptional communication skills? Are you resilient when faced with challenging situations and environments? Do you have the maturity to be assertive whilst remaining level-headed, non-judgmental, fair and respectful? If this sounds like you, this may be the role for you!

Successful applicants will be required to complete a 12 week Correctional Recruit Training course (CRT) in the first instance and will receive a training salary of \$49,472 per annum for this period. The CRT will provide you with all the relevant training to be a competent and accomplished Correctional Officer. This includes everything from legislations and policies, to report writing and dealing with challenging behaviours. Following the successful completion of this training, you will automatically become a Correctional Officer Grade 1 earning a salary range between \$67,595 and \$80,606 per annum, plus superannuation and the potential for allowances. You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice within the first 12 months of your employment. These positions are based at the Alexander Maconochie Centre.

ACTCS will be hosting an information evening for people interested in learning more about these opportunities.

Senior ACTCS staff will team up with current Correctional Officers to talk about what it is like to work in a correctional environment. There will be opportunities to ask lots of questions including discreet opportunities to learn more about the opportunities for women, young people and people from diverse backgrounds, as well as details about the training. (Please note, attendance at the information session is not mandatory).

The information session will be held at the Hellenic Club, Woden, on Thursday 5th August 2021 at 6:30pm. You **must register** to attend the information session. Please telephone (02) 6205 9585 or email

ACTCSpeopleandculture@act.gov.au. For more information, please see the Frequently Asked Questions document available on the ACT Government jobs website.

To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). For casual employment this is not a requirement.

Eligibility/Other Requirements:

Relevant custodial experience or Certificate III in Correctional Practice are essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of date of entry to service;

Current unrestricted driver's licence is essential.

Senior First Aid Certificate is essential

Relevant tertiary qualifications desirable.

This position requires pre-employment psychological and medical testing and Police record check.

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

Note: Applications that do not provide your pitch **PLUS** all three documents listed in the 'How to Apply' will not be considered by ACTCS.

We encourage applications from a diverse range of individuals with varying work and life experiences, in particular applications from women and from Aboriginal and Torres Strait Islander people.

Applications close 18 August 2021.

Candidates for this recruitment process will be notified of the outcome in mid-September 2021. The CRT will commence on Tuesday 5th October 2021, with graduation taking place on Friday 24th December 2021. You will be notified if you do not progress from one stage to the next.

There are three stages to this recruitment process: (1) initial application assessment and psychometric (psychological aptitude) testing; (2) interview; and (3) referee assessment.

Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People Clearance upon commencement of the

CRT. Permanent and casual officers will be required to complete a Certificate III in Correctional Practice within the first 12 months. Current Correctional Officers of ACTCS will not be required to undertake the psychometric testing and medical assessment part of the recruitment process, nor will they need to attend the CRT. Should current Correctional officers be deemed successful, they will be transferred to the AMC in due course.

To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). For casual employment this is not a requirement.

How to Apply: To apply for this exciting opportunity, in 1,000 words or less tell us why your life experience would make you perfect for this role.

In addition, you must submit the following:

An ACT Government Application (online document)

Updated curriculum vitae with contact details of at least two referees, one of which should ideally be a current or immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18-months; and

A copy of your driver's licence.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Kalajic (02) 6205 9585 natalie.kalajic@act.gov.au

Director of Public Prosecutions

Legal

Paralegal Grade 2

Paralegal Grade 2 \$68,540 - \$74,237, Canberra (PN: 38473)

Gazetted: 23 July 2021

Closing Date: 6 August 2021

Details: The ODPP (Office of the Director of Public Prosecutions) was established by the Director of *Public Prosecutions Act 1990* (the Act) as the independent prosecution authority of and for the Territory. It comprises the Director of Public Prosecutions (the Director), an independent statutory officer appointed by the Executive under the Act, and staff employed under the *Public Sector Management Act 1994*, to assist the Director.

The successful applicant will be responsible for providing support services to the legal staff in the preparation of matters for prosecution in the Magistrates and Supreme Courts.

This position requires the ability to handle competing priorities, demonstrated attention to detail include adhering to deadlines and being able to prioritise workloads at short notice, be able to adapt to new roles within the paralegal stream and other administrative support services as directed. You may also be required to attend court. The Office of the Director of Public Prosecutions supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply

Eligibility/Other Requirements

It is desirable that the successful candidate hold a Certificate IV in Legal Services and have an understanding of the legal process.

A willingness to participate in staff rotation would also be an advantage.

The successful candidate will be required to undergo a National Police Check.

Applicants should be aware that they will from time to time be exposed to difficult materials through a number of mediums in written, verbal or photographic form in the processing of day-to-day business.

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

How to Apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria. The combined response to all selection criteria should be no more than three pages in length (12 point, single spacing).

Applications should be submitted via the Apply Now button below.

Contact Officer: Mercy Wilkie (02) 6207 5399 mercy.wilkie@act.gov.au

Legislation, Policy and Procedures

Executive Branch Manager, Legislation, Policy and Procedures

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1050)

Gazetted: 27 July 2021

Closing Date: 3 August 2021

Details: The Justice and Community Safety Directorate (JACS) is seeking an experienced, innovative and motivated senior executive to fill the role of Executive Branch Manager within the Legislation, Policy and Programs Branch. This role reports to the Executive Group Manager and involves direct supervision of team directors.

Legislation, Policy and Programs (LPP) advises on and develops policy and legislation in relation to all aspects of civil and criminal law in the Territory. It develops and administers a variety of justice-related and community safety programs and is responsible for managing the ACT's contract with ACT Policing.

LPP executives lead work on a wide range of issues for portfolio ministers. The Executive Branch Manager should be a dynamic leader with excellent communication, organisational and collaboration skills.

The Executive Branch Manager also has responsibility for management for LPP including staffing, budget, reporting and governance.

Eligibility/Other Requirements: A law degree (or comparable qualification) or completion towards a law degree is highly desirable.

Remuneration: The position attracts a remuneration package ranging from \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

Note: This is a temporary opportunity available from 16 August 2021 to 3 September 2021, with the possibility of extension up to 9 months. Applicants should discuss the possible duration of the vacancy with the contact person. This selection process will also be used to fill temporary Executive Band 1 vacancies within Legislation, Policy and Programs that may occur in the next 12 months.

How to Apply: Applicants should submit a two page application and curriculum vitae addressing their suitability and availability for the role to daniel.ng@act.gov.au.

Contact Officer: Daniel Ng, A/g Executive Group Manager on (02) 6207 0674, daniel.ng@act.gov.au

Suburban Land Agency

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

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

Program Solutions

Sales and Client Services

Director, Commercial Sales

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 49551)

Gazetted: 28 July 2021

Closing Date: 11 August 2021

Details: Applications are sought from potential candidates for the position of Director, Commercial Sales within the Program Solutions Group (the Group). The Group, led by the Deputy CEO, provides expertise and organisational support to the Agency. The Group consists of five teams responsible for provision of services for projects, sale of government owned land, development of marketing strategies, community development and engagement, and provision of support to ensure non-financial objectives are met.

This diverse and fast paced position sits within the Sales and Client Services team, who are responsible for:

- Identifying and analysing the risks and issues associated with the sale of parcels of government land.
- Coordinating, developing and reviewing sales documentation for a wide range of complex land sales.
- Interpreting and applying the different planning requirements for land development in the ACT to produce legal instructions; and
- Briefing solicitors to prepare complex sales documentation that addresses the risks and issues associated with the sale of residential, commercial, community and Industrial land.

To succeed in this position, you will be a self-motivated leader with a positive attitude and the ability to solve problems and form solutions to achieve the success of the Commercial Sales program.

Note: This is a temporary position available from 1 September 2021 up until 31 August 2022. This position will be working within a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a supporting statement, demonstrating your suitability for this role against the Professional, Technical Skills, Knowledge and Behavioural requirements located in the Position Description, a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Netting (02) 6205 9547 jason.netting@act.gov.au

Program Solutions

Sustainability and Release Coordination

Senior Project Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 41860)

Gazetted: 28 July 2021

Closing Date: 11 August 2021

Details: Do you have a passion for sustainability and want to shape Canberra's future growth areas? The Sustainability and Release Coordination team at the Suburban Land Agency (the Agency) is seeking applications for a Senior Project Officer to join our team of highly skilled and dedicated environment and project delivery experts. Our team has a diverse range of responsibilities, covering areas such as innovation, energy efficiency, ecology, resilience and housing market analysis. We work collaboratively with other teams across the Agency and the ACT Government to implement innovative and sustainable land development practices that meet market demand and create thriving and resilient communities.

We are looking for someone who has demonstrated project management skills in relation to sustainability and the built environment. You will be required to have well developed communication skills to establish and maintain effective workplace relationships and to support project delivery. Your passion and drive, as well as strong organisational skills, will set you up for success to manage a range of competing projects and tasks.

Eligibility/Other Requirements: A background in sustainability or a related field is highly desirable.

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

How to Apply: Applicants should submit a supporting statement, demonstrating your suitability for this role against the Professional, Technical Skills, Knowledge and Behavioural requirements located in the Position Description, a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caitlin Westropp (02) 6207 1175 caitlin.westropp@act.gov.au

Assistant Director, Sales and Builder Relations

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 50906)

Gazetted: 22 July 2021

Closing Date: 5 August 2021

Details: Applications are sought from potential candidates for the position of Assistant Director, Sales and Builder Relations within the Program Solutions Group (the Group). The Group, led by the Deputy Chief Executive Officer (CEO), provides expertise and organisational support to the Agency. The Group consists of five teams responsible for provision of services for projects, sale of government owned land, development of marketing strategies, community development and engagement, and provision of support to ensure non-financial objectives are met. This diverse and fast paced position sits within the Sales and Client Services team, who are responsible for: Managing the sales process and associated policy requirements for Suburban Land Agency (SLA) sites and properties;

Liaising with, and managing, client and stakeholder relationships; and

Managing the provision of commercial and residential property agents and legal service providers through procurement panel arrangements. Working with the wider members of the team, the Assistant Director, Sales and Builder Relations will manage the Agency's sales of residential, industrial, commercial and community land in the ACT. To this position you will bring high level negotiation and liaison skills and the ability to develop and maintain productive relationships with a diverse mix of stakeholders.

To succeed in this position you will be a self-motivated team player with a positive attitude and the ability to solve problems and form solutions in a high-pressure environment.

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 working 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 a supporting statement, addressing the Selection Criteria, of not more than three 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: Kathy Torcasio (02) 6205 3020 Kathy.Torcasio@act.gov.au

Transport Canberra and City Services

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

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

Territory and Business Services

Yarralumla Nursery

Wholesale Nursery Horticulturist

General Service Officer Level 3/4 \$52,441 - \$57,268, Canberra (PN: 41572, several)

Gazetted: 28 July 2021

Closing Date: 11 August 2021

Details: Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high quality, competitively priced plants to landscape, wholesale, and retail industries; Landcare groups; and local, state governments as well as the Australian Government. The Nursery propagates and grows over 300,000 cool climate plants annually from its own plant stock and seed bank including local, rare, and endangered species.

We are currently looking for suitable candidates to fill a merit pool for positions in both the sales and production teams. This is an excellent opportunity to gain experience in a dynamic and supportive workplace that is making a difference to the landscape we live in. As part of the team, you will help produce and sell over 300,000 high quality plants to the Canberra community and the surrounding regions.

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:

Hold a current Drivers Licence.

Chemcert 3 or willingness to obtain

Lift heavy materials (16-20kg)

Bend and lift repeatedly

Carry out a variety of other heavy manual work

Work outdoors in all seasons

Notes: This advertisement will be used to create a merit pool to fill multiple short term vacancies of varying duration over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the Selection Criteria under the 'What you Require' section (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: Tinus Ehlers (02) 6207 2445 Tinus.Ehlers@act.gov.au

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

City Services

Birrigai Outdoor School

Casual Kitchen Hand

General Service Officer Level 3/4 \$52,441 - \$57,268, Canberra (PN: C11705, several)

Gazetted: 28 July 2021

Closing Date: 6 August 2021

Details: Are you interested in working in a beautiful rural setting alongside a great team of dedicated and high energy professionals?

Birrigai Outdoor School offers a range of cultural and environmental education programs to ACT, regional, and national students ranging in age from preschool to Year 12. We provide day programs and overnight camps with activities themed around the Australian environment and biodiversity, Indigenous culture and arts, and we also offer outdoor adventure activities such as bushwalks, high ropes and team building programs. Birrigai also

provides services to a range of community and corporate groups and offers onsite accommodation for up to 200 people with facilities for self-catering, or fully catered menu options.

Birrigai is seeking two experienced kitchen hands who are positive and proactive to join our small catering team. If you are reliable, skilled, organised, and enthusiastic about supporting your team to provide excellent food service, you could be the person we are looking for.

Birrigai is located two kilometres from Tidbinbilla Nature Reserve on Tidbinbilla Road and is 15km from Gordon in the Tuggeranong valley. There is no public transport to Birrigai therefore a driver's licence and a reliable vehicle are essential for this role.

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.

Drivers licence and reliable vehicle.

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

A travel allowance is paid to staff working at Birrigai. 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 can apply by submitting a supporting statement, addressing the Selection Criteria, and curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsten Galafassi (02) 6207 8044 kirsten.galafassi@act.gov.au

Marketing and Events Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 46063)

Gazetted: 27 July 2021

Closing Date: 13 August 2021

Details: Libraries ACT is a dynamic and responsive business unit which includes the ACT Heritage Library and the Home Library Service. Libraries ACT provides services for the community over multiple sites, online and through a range of programs and events.

The Marketing and Events Officer is organised, adaptable, creative, and has sound judgement. They support the library's marketing, communications, programs and events activities, including providing administrative support for the Marketing Coordinator and the Programs and Events Coordinator. The position works collaboratively with all library and other ACT Government staff.

Eligibility/Other Requirements:

Qualifications in one of the following is highly desirable: Graphic Design, Social Media, Digital Marketing, Communications, or Event Management.

High level computer skills including standard Office suite, and the ability to learn Adobe Creative Cloud, and the library's event system.

Sound judgement and decision making.

Knowledge of content curation and copywriting.

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 address Selection Criteria and submit with an up to date curriculum vitae.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Sarah Steed (02) 6207 5156 Sarah.Steed@act.gov.au

Territory and Business Services

Strategic Policy and Customer

Customer Experience

Customer Experience Designer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 15217)

Gazetted: 26 July 2021

Closing Date: 11 August 2021

Details: Do you love working on fascinating and complex challenges and co-designing meaningful solutions with customers (your fellow Canberrans)?

Are you passionate about making a difference to the service and experience received by customers of Transport Canberra and City Services?

Then come join a burgeoning team of Customer Experience and Customer-led Strategy practitioners looking for a clever and creative new team member.

The Customer Experience Designer is responsible for the empathy-led design, build, test and launch of service improvements across Transport Canberra and City Services.

The successful applicant will have a strong understanding of research, service design, and customer experience methodologies and will be able to support a range of projects and services across TCCS.

The role calls for a passionate CX or Strategy professional with a curious and questioning mind and drive to convert customer insight into better human and business outcomes for Canberrans.

You will need to be passionate about providing fearless, evidence-based advice to peers and leaders as you champion the needs, desires, and voice of Canberrans.

How to Apply: Applicants are to provide (1) a curriculum vitae and (2) a written/visual response as to why you will be great in this position (maximum of two pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Luke Garrett (02) 6205 1321 luke.garrett@act.gov.au

Territory and Business Services

Yarralumla Nursery

Wholesale Nursery Horticulturist

General Service Officer Level 5/6 \$58,133 - \$63,979, Canberra (PN: 48484)

Gazetted: 26 July 2021

Closing Date: 9 August 2021

Details: Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high quality, competitively priced plants to landscape, wholesale, and retail industries; Landcare groups; and local, state governments as well as the Australian Government. The Nursery propagates and grows over 300,000 cool climate plants annually from its own plant stock and seed bank including local, rare, and endangered species.

We are currently looking for suitable candidates to fill a merit pool for positions in both the sales and production teams. This is an excellent opportunity to gain experience in a dynamic and supportive workplace that is making a difference to the landscape we live in. As part of the team, you will help produce and sell over 300,000 high quality plants to the Canberra community and the surrounding regions.

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:

Hold a Certificate III in Horticulture or have equivalent demonstrated competence.

Attained a Certificate III in Government or be willing to obtain one as part of your initial performance management plan.

Driver's licence Class C is essential.

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

This position requires a pre-employment medical prior to employment to ensure the employee has the ability to: Lift heavy materials (16-20kg).

Bend repeatedly.

Carry out a variety of other heavy manual work.

Work outdoors in all seasons.

Note: This is a temporary position available for a period of 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. The successful candidate will be required to undergo a criminal record check.

How to Apply: Please submit a written application addressing the Selection Criteria under the 'What you Require' section (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: Tinus Ehlers (02) 6207 2445 tinus.ehlers@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

Strategy, Policy and Customer

Road Safety and Transport Policy

Senior Policy Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 49421)

Gazetted: 22 July 2021

Closing Date: 29 July 2021

Details: The Road Safety and Transport Policy team is responsible for a range of road safety and transport matters. The team develops and implements policy and legislation relating to road safety and transport regulation. It delivers road safety programs and road safety education and awareness campaigns and is responsible for developing, implementing and reporting on the ACT Road Safety Strategy and Action Plan.

The Road Safety and Transport Policy team is seeking a senior policy officer with an interest in road safety and transport regulation matters and an ability to work independently across a variety of matters in set timeframes within a busy work environment.

The successful candidate will be involved in working on a wide range of issues and types of projects from community education and awareness campaigns to development of ACT specific road transport legislation (including regulations and instruments). This work could include assisting to develop innovative responses to issues; coordinate strategies that invoke a whole of government and community approach; and assisting to develop and implement policies that meet the needs of the community.

Important functions of the position include being able to prepare a variety of materials to support both programs, awareness campaigns and application of the ACT's road transport legislation and successfully promote positive relationships with key stakeholders, write for different government and community audiences and manage priorities in a demanding work environment.

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

How to Apply: Applicants should submit a 'pitch' of no more than two pages addressing the Selection Criteria, 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: Adrian Ison (02) 6205 1480 adrian.ison@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

Regulatory support officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 52721)

Gazetted: 26 July 2021

Closing Date: 9 August 2021

Details: The position will work in the Compliance and Enforcement Team and is required to assist with various administrative support tasks. The Regulatory Support Officer will respond to or coordinate responses to incoming queries in accordance with policies and procedures; draft correspondence; provide secretariat support for a range of meetings; monitor corporate inboxes and identify and allocate work to the relevant area; create work orders in the Salesforce Case Management System; provide administrative and regulatory support to agency staff; and other duties as directed.

Eligibility/Other Requirements:

Previous experience working in an administrative support role in a dynamic operational or regulatory setting.

Demonstrated experience in providing administrative support in an office environment including ability to use Microsoft Office, data bases, accurate data entry and checking, form processing and filing.

Knowledge and experience using Salesforce and Objective is highly desirable.

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

How to Apply: Please include your current curriculum vitae, one written referee report and a two page pitch addressing the criteria in the Ideal Candidate section of the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Craig 0434 563 568 Andrew.Craig@worksafe.act.gov.au

Senior Director, Compliance and Enforcement

Senior Officer Grade A \$153,041, Canberra (PN: 35631)

Gazetted: 23 July 2021

Closing Date: 6 August 2021

Details: WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection and investigation. It is responsible for monitoring and enforcing compliance by duty holders with the *Work Health and Safety Act 2011 (WHS Act)* and associated legislation for Workers' Compensation and Dangerous Substances.

WorkSafe ACT is a fully independent office headed by the Work Health and Safety (WHS) Commissioner, who is the Territory's regulator. Over the next 12 months, a planned program of work will be implemented to improve our operational efficiency and effectiveness. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator.

As a key leader within the Compliance and Enforcement Team, the Senior Director will provide strategic oversight of the work of Directors and their teams:

A team of investigators whose role is to ensure efficient and effective investigations outcomes through best practice methodology, and

Three teams of inspectors responsible for conducting inspections and workplace visits to ensure duty holders meet their statutory obligations to provide a safe workplace without risks to employees' health and safety – one with an emphasis on psychosocial hazards.

You will form part of WorkSafe ACT's Senior Leadership Group and will be expected to play a key role in meeting our strategic commitment to regulatory excellence. The work we do carries with it an obligation to act in the public interest. It requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence and trust in our work.

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

Eligibility/Other Requirements:

Ideal Candidate

Extensive contemporary regulatory experience with demonstrated knowledge of relevant issues and the ability to develop associated strategies.

Committed to excellence and innovation with a strong record of achievement in leading people, managing resources and be able to translate this to a government/regulatory context.

Has astute judgement, a strong focus on results and the ability to solve complex issues and build organisational capability.

Is forward thinking and self-motivated.

Has an interest or background in WHS or a related field.

Leads by example, embodying the inclusive culture to which we aspire.

Essential Requirements

High level expertise in investigations, significant experience in related fields such as law enforcement, policing, audit, government investigations or law.

Ability to perform the functions of an authorised Inspector in accordance with relevant legislation.

Current unrestricted drivers' licence.

Highly Desirable

Relevant qualifications are highly desirable.

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

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

How to Apply: Please submit a maximum two page pitch ensuring you address the criteria outlined under the Ideal Candidate section. You must address the Essential Requirements. Please also provide an up to date curriculum vitae which includes the details for two referees, one who must be your current supervisor. Failure to follow these directions may mean your application is not considered.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda Grey 0408 671 265 Amanda.Grey@worksafe.act.gov.au

APPOINTMENTS

Canberra Health Services

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

Sita Bk, Section 68(1), 22 July 2021

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

Gemma Brown, Section 68(1), 22 July 2021

Administrative Services Officer Class 2 \$59,016 - \$65,167

Naihaan Khan, Section 68(1), 26 July 2021

Canberra Institute of Technology

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

MD Monjurul Islam, Section 68(1), 29 July 2021

Chief Minister, Treasury and Economic Development

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

Fiona Hughes, Section 68(1), 26 July 2021

Technical Officer Level 4 \$88,899 - \$101,743

Sameeul Islam, Section 68(1), 26 July 2021

Administrative Services Officer Class 2 \$59,016 - \$65,167

Michael Jackson, Section 68(1), 23 July 2021

Administrative Services Officer Class 2 \$59,016 - \$65,167

Djedbangari Mallie, Section 68(1), 23 July 2021

Administrative Services Officer Class 2 \$59,016 - \$65,167

Cathrine Norback, Section 68(1), 23 July 2021

Community Services

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

Sophie Richardson, Section 68(1), 20 July 2021

Justice and Community Safety

FB1 (FF 4th Class in Training) \$77,180

Ryan Abbott, Section 68(1), 26 July 2021

FB1 (FF 4th Class in Training) \$77,180

Damien Bowles, Section 68(1), 26 July 2021

FB1 (FF 4th Class in Training) \$77,180

Samuel Faulks, Section 68(1), 26 July 2021

FB1 (FF 4th Class in Training) \$77,180

Jake Fraser, Section 68(1), 26 July 2021

FB1 (FF 4th Class in Training) \$77,180

Timothy Hannon, Section 68(1), 26 July 2021

FB1 (FF 4th Class in Training) \$77,180

Thomas Harveyson, Section 68(1), 26 July 2021

FB1 (FF 4th Class in Training) \$77,180

Christopher Kovacs, Section 68(1), 26 July 2021

FB1 (FF 4th Class in Training) \$77,180

Adam Leechman, Section 68(1), 26 July 2021

FB1 (FF 4th Class in Training) \$77,180

Adam Maiden, Section 68(1), 26 July 2021

FB1 (FF 4th Class in Training) \$77,180

Beau McFarlane, Section 68(1), 26 July 2021

FB1 (FF 4th Class in Training) \$77,180

Daniel O'Connor, Section 68(1), 26 July 2021

FB1 (FF 4th Class in Training) \$77,180

Daniel O'Keeffe, Section 68(1), 26 July 2021

FB1 (FF 4th Class in Training) \$77,180

Dylan Pardon, Section 68(1), 26 July 2021

FB1 (FF 4th Class in Training) \$77,180

Hillary Salmon Krone, Section 68(1), 26 July 2021

FB1 (FF 4th Class in Training) \$77,180

Benjamin Smith, Section 68(1), 26 July 2021

FB1 (FF 4th Class in Training) \$77,180

Robert Stanley, Section 68(1), 26 July 2021

FB1 (FF 4th Class in Training) \$77,180

David Suttle, Section 68(1), 26 July 2021

FB1 (FF 4th Class in Training) \$77,180

Daniel Wark, Section 68(1), 26 July 2021

Transport Canberra and City Services

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

Marianne Ching, Section 68(1), 26 July 2021

Bus Operator - Training \$72,609

Matthew Cooper, Section 68(1), 23 July 2021

Bus Operator - Training \$72,609

Anil Kapoor, Section 68(1), 23 July 2021

Senior Officer Grade A \$153,041

Gregg Larcombe, Section 68(1), 23 July 2021

Bus Operator - Training \$72,609

Jose Nellanattu Cherian, Section 68(1), 23 July 2021

Bus Operator - Training \$72,609

Pandit Sharma, Section 68(1), 23 July 2021

Bus Operator - Training \$72,609

Gurpreet Singh, Section 68(1), 23 July 2021

Bus Operator - Training \$72,609

Peter Warner, Section 68(1), 23 July 2021

Bus Operator - Training \$72,609

Simon Warner, Section 68(1), 23 July 2021

Bus Operator - Training \$72,609

Adrian Zarebski, Section 68(1), 23 July 2021

TRANSFERS

Canberra Health Services

Sebastian Kalathiparambil

From: Health Service Officer Level 3 \$53,886

Canberra Health Services

To: Health Service Officer Level 3 \$53,886 - \$55,637 (Retention Point CHS Only \$55,731)

Canberra Health Services, Canberra (PN. 23491) (Gazetted 30 April 2021)

Melinda Nicholls

From: Registered Nurse Level 2 100,061

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 36961) (Gazetted 17 May 2021)

Chief Minister, Treasury and Economic Development

Adam Buoro

From: Administrative Services Officer Class 6 \$88,899

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743
Chief Minister, Treasury and Economic Development, Canberra (PN. 51441) (Gazetted 30 April 2021)

PROMOTIONS

ACT Health

Digital Solutions Division
Technology Operations
Clinical and Administrative Systems Hub
Terrianne Keen

From: Information Technology Officer Class 2 \$88,899 - \$101,743
ACT Health
To: †Senior Information Technology Officer Grade C \$111,887 - \$120,436
ACT Health, Canberra (PN. 30824) (Gazetted 17 March 2021)

Canberra Health Services

Timothy Brown
From: Registered Nurse Level 1 \$67,984 - \$90,814
Canberra Health Services
To: Registered Nurse Level 2 \$94,409 - \$100,061
Canberra Health Services, Canberra (PN. 28464) (Gazetted 8 June 2021)

Jane Harrison
From: Health Professional Level 2 \$68,809 - \$94,461
Canberra Health Services
To: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)
Canberra Health Services, Canberra (PN. 35188) (Gazetted 17 June 2021)

Canberra Health Services
Sajeev James
From: Registered Nurse Level 1 \$67,984 - \$90,814
Canberra Health Services
To: Registered Nurse Level 2 \$94,409 - \$100,061
Canberra Health Services, Canberra (PN. 41432) (Gazetted 16 July 2021)

Canberra Health Services
Steven Mitchell
From: Health Service Officer Level 5 \$58,589 - \$61,498
Canberra Health Services
To: Technical Officer Level 3 \$77,011 - \$87,032
Canberra Health Services, Canberra (PN. 04306) (Gazetted 25 May 2021)

Joelie Parker
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. 13324) (Gazetted 1 June 2021)

Janelle Rogers
From: Health Professional Level 2 \$68,809 - \$94,461
Canberra Health Services

To: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)
Canberra Health Services, Canberra (PN. 45690) (Gazetted 22 June 2021)

Canberra Health Services

Kourtney Russell

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 17445) (Gazetted 23 June 2021)

Clinical Services

David Turner

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. 22008) (Gazetted 4 June 2021)

Julie Voutos

From: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services

To: †Registered Nurse Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 16508) (Gazetted 17 June 2021)

Canberra Institute of Technology

Education and Training Services

CIT Trade Skills

Construction

Keith Brown

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

Canberra Institute of Technology

To: †Teacher Level 2 \$111,936

Canberra Institute of Technology, Canberra (PN. 46634) (Gazetted 10 September 2020)

Education and Training Services

CIT Trade Skills

Electrical Trades

Kathryn Druce

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 51894) (Gazetted 7 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

Shared Services

Partnership Services

Commercial Services

Matthew Davis

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$111,887 - \$120,436

Chief Minister, Treasury and Economic Development, Canberra (PN. 14680) (Gazetted 17 May 2021)

Revenue Management

Support

Shu-Yen Ee

From: Senior Officer Grade C \$111,887 - \$120,436

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$153,041

Chief Minister, Treasury and Economic Development, Canberra (PN. 49226) (Gazetted 22 September 2020)

Shared Services

Information and Communication Technology

Shona Glover

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

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6/Senior Officer Grade C \$88,899 - \$120,436

Chief Minister, Treasury and Economic Development, Canberra (PN. 14474) (Gazetted 20 May 2020)

Access Canberra

Engagement, Compliance and COVID-19

Complaints Management Team

Lucas VIEIRA SIQUEIRA

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. 50143) (Gazetted 10 May 2021)

City Renewal Authority

City Renewal Authority

Mark Usherwood

From: Senior Officer Grade C \$111,887 - \$120,436

Environment, Planning and Sustainable Development

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

City Renewal Authority, Canberra (PN. 52138) (Gazetted 15 June 2021)

Director of Public Prosecutions

Legal

Harriet Slee

From: Prosecutor Associate \$74,237 - \$76,511

Director of Public Prosecutions

To: †Prosecutor Grade 1 - 2 \$80,621 - \$126,027

Director of Public Prosecutions, Canberra (PN. 42479) (Gazetted 9 February 2021)

Education

School Performance and Improvement

South and Weston Network

Chapman Primary School

Belinda Bacon

From: \$126,542

Education

To: †School Leader B \$147,337

Education, Canberra (PN. 28610) (Gazetted 29 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.

School Performance and Improvement

Belconnen Network

Southern Cross Early Childhood School

Nicole Emerton

From: School Assistant 2 \$50,184 - \$55,413

Education

To: School Assistant 4 \$68,175 - \$73,820

Education, Canberra (PN. 34757) (Gazetted 28 June 2021)

Environment, Planning and Sustainable Development

Fire, Forests and Roads

Anthony Scherl

From: Senior Professional Officer Grade C \$111,887 - \$120,436

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 14638) (Gazetted 13 July 2021)

Justice and Community Safety

Legislation Policy and Programs

Liquor, Racing and Gaming Policy

Liquor, Racing and Gaming

Zarah Plummer

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

Justice and Community Safety

To: †Senior Officer Grade C \$111,887 - \$120,436

Justice and Community Safety, Canberra (PN. 38743) (Gazetted 20 May 2021)

Major Projects Canberra

Project Management Office

Anthony Gattas

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

Major Projects Canberra

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

Major Projects Canberra, Canberra (PN. 52360) (Gazetted 17 June 2021)

Transport Canberra and City Services

City Services

City Presentation

Place management

Allan McLean

From: Park Ranger 2 \$74,237 - \$80,381

Environment, Planning and Sustainable Development

To: †Technical Officer Level 3 \$77,011 - \$87,032

Transport Canberra and City Services, Canberra (PN. 37023) (Gazetted 19 February 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.

City Services

City Operations

Infrastructure Planning / Asset and Data Integration

Benjamin Treloggen

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

Environment, Planning and Sustainable Development

To: †Technical Officer Level 4 \$88,899 - \$101,743

Transport Canberra and City Services, Canberra (PN. 17872) (Gazetted 3 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.

Worksafe ACT

WorkSafe ACT

Corporate

Corporate and HR

Penelope Parker

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

Justice and Community Safety

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

Worksafe ACT, Canberra (PN. 48954) (Gazetted 25 June 2021)