



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 26 August 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>

#### **Executive Assistant**

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

Gazetted: 31 August 2021

Closing Date: 14 September 2021

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

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

The Digital Solutions Division is responsible for:

The implementation and support of the Digital Health Strategy,

Management of technology services and projects,

The development and implementation of a performance reporting framework,

Statutory and intergovernmental reporting requirements,

Management of the relationship and services delivery by technology vendors including Shared Services

Information and Communication Technology (ICT),

Development, implementation and maintenance of technology policies and procedures, and

Information management and information security.

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

#### **Eligibility/Other Requirements:**

Demonstrated experience in providing high level professional support to an executive team requiring confidentiality and high levels of initiative and discretion within a high-pressure environment.

Demonstrated ability to collaborate with people across different levels, building and maintaining relationships with key stakeholders. Highly developed interpersonal skills, excellent oral and written communication skills with the ability to provide secretariat support as well as prepare well-structured correspondence that is clear, succinct and accurate. Demonstrated organisational skills with the capacity to deliver outputs for multiple requests, prioritise competing demands and achieve quality results within tight deadlines. Demonstrated experience in the use of a variety of computer applications including Microsoft Office Suite, Objective ECM and HP Records Manager (TRIM) or ability to quickly learn these applications. Demonstrates a commitment to work, health and safety (WHS) and displays behaviour consistent with the ACT Public Service Values and Signature Behaviours.

**Notes:** This is a 12-month contract available until 19/09/2022 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

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

Contact Officer: Ashleigh Savage (02) 5124 9343 [Ashleigh.Savage@act.gov.au](mailto:Ashleigh.Savage@act.gov.au)

**Health Systems, Policy and Research Group**

**Office of Professional Leadership and Education**

**Assistant Director of Nursing (ADON), Nurse and Midwife Ratios Implementation**

**Registered Nurse Level 4.3 \$139,701, Canberra (PN: 52976)**

Gazetted: 31 August 2021

Closing Date: 14 September 2021

**Details:** Are you a nursing/midwifery workforce change management extraordinaire? If so, we have the job for you! Join the Office of the ACT Chief Nursing and Midwifery Officer to support the successful implementation of the Nurse/Midwife-to-Patient Ratio Framework across the ACT public health services. In this position you will report to the Ratios Implementation Manager and will be responsible for analytical, administrative and project related tasks. You will be based at Canberra Health Services for close consultation and collaboration with the Executive Director of Nursing and Midwifery. In our Office we are busy creating a better working environment for nurses and midwives. We do this through stakeholder collaboration, by being “problem solvers”, by writing persuasive, high quality, and well-informed documents, and by sharing with and caring for our colleagues. It’s important to us that you support our team culture and contribute to maintaining our upbeat momentum. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements**

Be registered or eligible for registration with the Nursing and Midwifery Board [Australian Health Practitioner Regulation Agency (AHPRA)] as a Registered Nurse or Registered Midwife.

Have a minimum of five years’ experience working professionally in nursing and/or midwifery management or leadership role.

A postgraduate tertiary qualification in nursing, midwifery or project management is desirable.

As required, ensure compliance to the ACT public health services immunisation requirements.

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

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

**How to Apply:** Please submit a two-page written “pitch” responding to the Professional/Technical Skills, Behavioural Capabilities and Compliance Requirements/Qualifications in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

If you have any questions about this position please contact Sarah Stewart via email in the first instance due to reduced availability for COVID-19 responsibilities.

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

Contact Officer: Sarah Stewart (02) 5124 8237 sarah.m.stewart@act.gov.au

**Health Systems, Policy and Research**

**Local Hospital Network (LHN) Commissioning**

**LHN Funding and Performance**

**Analyst**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 45488)**

Gazetted: 31 August 2021

Closing Date: 17 September 2021

**Details:** Are you passionate about the delivery of health services? Do you possess the skills to accurately analyse qualitative and quantitative data, including in a health context? Are you looking to combine the ability to engage with complex problems and communicate solutions that influence decision makers? Do you want to be in a role that supports your career development with guidance and mentoring from experienced colleagues with diverse skills and interests? If yes, there is an exciting opportunity to join the ACT Health Directorate’s Commissioning team as an analyst. The Analyst role is a valuable addition to a great team and will play a vital role as a data analysis expert. Technical skills are important for the role, plus a passion for learning and an eagerness to be a team player are also important. The successful applicant will provide analytical advice to shape health service delivery in the region using a solid understanding of health data, performance monitoring and stakeholder management capabilities. The successful applicant will work in the team responsible for performance monitoring and improvement, including relating to the Territory’s contract with Calvary Health Care ACT for public hospital services at Calvary Public Hospital Bruce and Clare Holland House Hospice. 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:** A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Candidates are requested to review the duties and responsibilities outlined in the Position Description.

Please submit a document addressing the Selection Criteria.

Use the STAR model providing evidence-based examples of your capabilities, highlighting your skills and experience and attributes that you could bring to the role. Refer to: Applicant-Information-Kit.pdf (act.gov.au)

Please include your curriculum vitae (CV) and the names of two referees.

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

Contact Officer: Luke Cartwright 0438935037 Luke.Cartwright@act.gov.au

#### **Health Systems, Policy and Research Group**

#### **Office of Professional Leadership and Education**

#### **ACT Chief Nursing and Midwifery Office**

#### **Assistant Director of Nursing (ADON), Nurse and Midwife Ratios Implementation**

#### **Registered Nurse Level 4.3 \$139,701, Canberra (PN: 52963)**

Gazetted: 31 August 2021

Closing Date: 14 September 2021

**Details:** Are you a nursing/midwifery workforce change management extraordinaire? If so, we have the job for you! Join the Office of the ACT Chief Nursing and Midwifery Officer to support the successful implementation of the Nurse/Midwife-to-Patient Ratio Framework across the ACT public health services. In this position you will report to the Ratios Implementation Manager and will be responsible for analytical, administrative and project related tasks. You will be based at Calvary Public Hospital Bruce for close consultation and collaboration with the Executive Director of Nursing and Midwifery. In our Office we are busy creating a better working environment for nurses and midwives. We do this through stakeholder collaboration, by being “problem solvers”, by writing persuasive, high quality, and well-informed documents, and by sharing with and caring for our colleagues. It’s important to us that you support our team culture and contribute to maintaining our upbeat momentum. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

#### **Eligibility/Other Requirements**

Be registered or eligible for registration with the Nursing and Midwifery Board [Australian Health Practitioner Regulation Agency (AHPRA)] as a Registered Nurse or Registered Midwife.

Have a minimum of five years’ experience working professionally in nursing and/or midwifery management or leadership role.

A postgraduate tertiary qualification in nursing, midwifery or project management is desirable.

As required, ensure compliance to the ACT public health services immunisation requirements.

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

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

**How to Apply:** Please submit a two-page written “pitch” responding to the Professional/Technical Skills, Behavioural Capabilities and Compliance Requirements/Qualifications in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

If you have any questions about this position please contact Sarah Stewart via email in the first instance due to reduced availability for COVID-19 responsibilities.

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

Contact Officer: Sarah Stewart (02) 5124 8237 sarah.m.stewart@act.gov.au

#### **Health Systems, Policy and Research Group**

#### **Office of Professional Leadership and Education**

#### **ACT Chief Nursing and Midwifery Office**

#### **Nurse and Midwife Ratios Implementation Manager**

**Senior Officer Grade A \$153,041, Canberra (PN: 52887)**

Gazetted: 31 August 2021

Closing Date: 14 September 2021

**Details:** Ambitious, well-organised and project management extraordinaire – stop here – we have the job for you! Join the Office of the ACT Chief Nursing and Midwifery Officer to support the successful implementation of the Nurse/Midwife-to-Patient Ratio Framework across the ACT public health services. In this position you will report directly to the ACT Chief Nursing and Midwifery Officer and will be responsible for the overall management of the Project, including strategies, consultations, reporting, governance, and compliance. This will involve your government expertise and leadership of the Ratios Implementation Team. In our Office we are busy creating a better working environment for nurses and midwives. We do this through stakeholder collaboration, by being “problem solvers”, by writing persuasive, high quality, and well-informed documents, and by sharing with and caring for our colleagues. It’s important to us that you support our team culture and contribute to maintaining our upbeat momentum. 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**

Have a minimum five years’ experience in a senior management or leadership position in a business, health or government context with experience in project management, change management, business, health, legal and/or human resource management.

Holds postgraduate tertiary qualifications in business, project or government management, or nursing or midwifery is highly desirable

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

**Notes:** This is a temporary position available from 1 October 2021 for a period of two years with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Please submit a two-page written “pitch” responding to the Professional/Technical Skills, Behavioural Capabilities and Compliance Requirements/Qualifications in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

If you have any questions about this position, please contact Sarah Stewart via email in the first instance due to reduced availability for COVID-19 responsibilities.

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

Contact Officer: Sarah Stewart (02) 5124 8237 sarah.m.stewart@act.gov.au

**Health Systems Planning and Evaluation**

**Local Hospital Network Commissioning**

**Governance and Reporting**

**Senior Director, Governance and Reporting**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52880)**

Gazetted: 30 August 2021

Closing Date: 15 September 2021

**Details:** Are you interested in a unique role where you can have real influence over improving hospital services in the ACT? The ACT contracts with Calvary Health Care ACT Limited (Calvary) for public hospital services delivered through Calvary Public Hospital Bruce and Clare Holland House Hospice at Barton. This is one of the *highest value* contractual arrangements in the ACT Government, through which Calvary provides an *essential service* to the community of the ACT and surrounding NSW region. The contractual relationship with Calvary brings, at times, complex but highly rewarding responsibilities for those officers of the ACT government involved in its management. It is a service that matters to our community, most likely even yourself or friends or family that you know. ACTHD’s Health System Planning and Evaluation (HSPE) Division seeks an officer at SOGB level to play a critical leadership role in the team which leads and manages the Calvary relationship. We need someone who, primarily, can build and maintain the collaborative relationship that the ACT has with Calvary. We need, at the same time, someone who exhibits excellence in commercial contract governance. This includes contract performance meetings and documentation and working with internal stakeholders to ensure ACTHD upholds value for money from the contractual relationship. This role is a permanent opportunity, subject to probation.

In HSPE, you will be working in a group that values initiative and innovation; where you will be asked to improve upon the work that you see, and not just keep the wheels turning. And you will be joined in to collaborate on more than just your patch. We hope that we have your attention and that you will apply.

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

**Note:** This position is required to work mainly from home, with some rostered time (currently one day per week in ordinary time, ie non-lockdown) in the office at Bowes St Phillip.

**How to Apply:** Please provide a current curriculum vitae, a statement of up to approx. four pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities and contact details for at least two referees. If you are shortlisted, you will also be asked to provide an example of a written piece of work that is original or substantially original (ie limited editing by a supervisor) and shows analysis. We will contact you for this.

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

Contact Officer: Margaret Stewart 5124 9420 Margaret.Stewart@act.gov.au

## **Health System Planning and Evaluation**

### **Local Hospital Network Commissioning Branch**

#### **Governance and Reporting**

#### **Assistant Director, Governance and Reporting**

#### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 18966)**

Gazetted: 30 August 2021

Closing Date: 13 September 2021

**Details:** Are you interested in a unique role where you can have real influence over improving hospital services in the ACT? The ACT contracts with Calvary Health Care ACT Limited (Calvary) for public hospital services delivered through Calvary Public Hospital Bruce and Clare Holland House Hospice at Barton. This is one of the highest value contractual arrangements in the ACT Government, through which Calvary provides an essential service to the community of the ACT and surrounding NSW region. The contractual relationship with Calvary brings, at times, complex but highly rewarding responsibilities for those officers of the ACT government involved in its management. It is a service that matters to our community, most likely even yourself or friends or family that you know. ACTHD's Health System Planning and Evaluation (HSPE) Division seeks an officer at SOGC level to play a critical role in the team which leads and manages the Calvary relationship. We need someone who, primarily, can build and maintain the collaborative relationship that the ACT has with Calvary. We need, at the same time, someone who has experience or skills that can transfer to commercial contract governance. This includes responsibilities in contract performance meetings and documentation and working with internal stakeholders to ensure ACTHD upholds value for money from the contractual relationship. In HSPE, you will be working in a group that values initiative and innovation; where you will be asked to improve upon the work that you see, and not just keep the wheels turning. And you will be joined in to collaborate on more than just your patch. We hope that we have your attention and that you will apply.

#### **Eligibility/Other Requirements**

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

**Notes:** This is a temporary position available for a period of six months with the possibility of permanency. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role.

**How to Apply:** Please provide a current curriculum vitae, a statement of up to approx. four pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities and contact details for at least two referees. If you are shortlisted, you will also be asked to provide an example of a written piece of work that is original or substantially original (ie limited editing by a supervisor) and shows analysis. We will contact you for this.

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

Contact Officer: Margaret Stewart (02) 5124 9420 margaret.stewart@act.gov.au

## **Digital Solutions Division**

### **Future Capability and Governance**

#### **Digital Health Record**

#### **Workstream (Project) Manager**

**Senior Information Technology Officer Grade B/Senior Information Technology Officer Grade A \$131,773 - \$153,041, Canberra (PN: 52970, several)**

Gazetted: 26 August 2021

Closing Date: 13 September 2021

**Overview**

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 approximately 135 staff with administrative, technical, clinical and nursing backgrounds.

**Pitch**

The Digital Health Record Program has an opening for multiple Workstream (Project) Managers who will take on a role like a Project Manager during the implementation and will continue to manage the workflow after the Digital Health Record goes live. The Workstream (Project) Manager will coordinate a team, communicate with key stakeholders and ensure the implementation progresses according to scope and schedule. 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. 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:** These are temporary positions available until 27 January 2023 with the possibility of extension and/or permanency. It is important that you can commit to this full period. 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. More details can be found in the attached applicant pack. Please make sure you address the Selection Criteria relevant to the classification at which you are applying.

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

Contact Officer: Sandra Cook (02) 5124 9129 Sandra.Cook@act.gov.au

**Health System Planning and Evaluation**

**Health Services Planning and Project Support**

**Senior Director, Health Services Planning and Project Support**

**Senior Officer Grade A \$153,041, Canberra (PN: 44244)**

Gazetted: 27 August 2021

Closing Date: 29 September 2021

**Details:** Do you have experience in health or other government services planning, project management and delivering innovative solutions to complex service challenges? If you also have excellent analytical skills and find you thrive in an exciting, dynamic and fast-paced environment and you an inspirational leader and communicator then this may well be the perfect job for you! We have an exciting opening for an enthusiastic, positive and motivated individual, with a passion for working with communities and service providers to identify evidence-based and innovative solutions to complex service challenges. The Senior Director Health Services Planning and Project Support Unit is responsible for leading the development and evaluation of Territory wide health strategies and plans to inform service development and redesign. This position requires a leader with strategic vision and a sound understanding of the Australian health care system who will take responsibility for health service planning, service reviews, development, monitoring and evaluation of Territory wide health service strategies and initiate planning for the implementation of new and expanded services. This role contributes to the objectives of the Health System Planning and Evaluation Division as part of a small and collaborative leadership team.

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

**Eligibility/Other Requirements:**

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

**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:** To apply please submit a response of no more than two pages that addresses the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description, your curriculum vitae and the contact details of at least two referees.

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

Contact Officer: Jacinta George (02) 5124 9699 [Jacinta.George@act.gov.au](mailto:Jacinta.George@act.gov.au)

**ACT Integrity Commission**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

**Corruption Prevention and Education**

**Senior Corruption Prevention Officer**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 47432)**

Gazetted: 27 August 2021

Closing Date: 15 September 2021

**Details:**

**About the ACT Integrity Commission**

The ACT Integrity Commission (the Commission) is an independent body and law enforcement agency with powers under the *Integrity Commission Act 2018* to investigate, expose and prevent corruption and foster public confidence in the integrity of government. Under the *Public Interest Disclosure Act 2012*, the Commission is also responsible for receiving, assessing, referring, and investigating reports of disclosable conduct and deciding which reports are to be treated as Public Interest Disclosures (PIDs), and performing an oversight role of ACT public sector agencies and their management of PIDs.

**About the Corruption Prevention and Education Team**

Corruption prevention and education are core functions of the Commission. Within the broad scope of the Commission's corruption prevention and education work, we focus on research and analysis, awareness and education, and outreach and engagement. Further information on our priorities can be found in the Corruption Prevention and Education Strategy on our website. We work collaboratively with ACT Government directorates and our federal, state, and territory counterparts in Australia's anti-corruption commissions. This enables us to understand the current and emerging corruption threats facing the ACT Government and the broader ACT community. Understanding the environment allows us to develop best-fit anti-corruption products and services to strengthen the integrity of government. The Commission's ability to deliver its corruption prevention and education functions effectively is contingent on establishing and maintaining strong relationships with key stakeholders across the ACT public sector and the ACT Community.

**About the Position**

The Senior Corruption Prevention Officer plays a key role in delivering the Commission's corruption prevention and education functions. Under broad direction, you will research and analyse current and emerging corruption vulnerabilities and treatment mechanisms within the ACT public sector to inform the development of best-fit corruption prevention products and services aimed at improving the capacity of the ACT public sector to detect and prevent corruption. You will support the Commission's engagement with the public sector and the ACT Community through the provision of outreach and engagement activities, including advice, education, and public-speaking activities which seek to strengthen the integrity and good reputation of the ACT Government and the Commission. You will work collaboratively with other Commission officers - including assessment officers, investigators, and legal officers - to understand the scope and nature of corruption within the ACT public sector and ensure the Commission's corruption prevention and education work is intelligence-led and targeted to where it will have the greatest impact. You will participate in decision-making and strategic planning and contribute to



the Commission's organisational direction and successful achievement of its objectives. As a representative of the Commission, you will be a role model for professionalism and integrity within the ACT public sector and the broader ACT community. Further information regarding the duties and responsibilities of the position, and the capabilities required, can be found in the Position Description.

**Eligibility/Other Requirements**

Section 50 of the *Integrity Commission Act 2018* provides that the Commissioner must not appoint a person as a member of staff of the commission if the person is or has, in the 5 years immediately before the day of the proposed appointment, been an ACT public servant.

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

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

The position may involve some domestic travel.

**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:** Applications for the position should be submitted online via the [jobs.act.gov.au](https://jobs.act.gov.au) website.

**Applications must include:** A current resume, and A written response (a pitch) of 750 words or less which: demonstrates that you have the capabilities outlined in the 'What you require' section of the Position Description, and outlines why you are the best person for the position. If you are unable to submit your application online, please contact the position contact officer. Please Note: If you are shortlisted for further assessment, you may be asked to prepare a short presentation for the selection panel to further demonstrate your capabilities.

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

Contact Officer: Nick Kimpton (02) 6205 1937 [nick.kimpton@integrity.act.gov.au](mailto:nick.kimpton@integrity.act.gov.au)

**Calvary Public Hospital Bruce**

**Calvary Public Hospital Bruce**

**Division:** Finance

**Position Title:** Finance Controller

**Classification:** Senior Officer Grade A \$153,041 Canberra (600930)

Gazette Date: 02 September 2021

Closing Date: 07 September 2021

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

Reference Number: 16627

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

Contact Officer: Jarrad Nuss [jarrad.nuss@calvary-act.com.au](mailto:jarrad.nuss@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Division:** Hospital in the Home

**Position Title:** Hospital in the Home Clinical Manager

**Classification:** Registered Nurse 3 G1 \$112,680 - \$117,317 Canberra 600733

Gazette Date: 30 Augustus 2021

Closing Date: 20 September 2021

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

Reference Number: 16500

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

Contact Officer: Rowena Hogan [Rowena.Hogan@calvary-act.com.au](mailto:Rowena.Hogan@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Position Title:** Injury Prevention and Management Advisor

**Classification:** Health Professional Level 2 \$ 68,809 - \$94,461 Canberra (Expected)

Gazette Date: 2 September 2021

Closing Date: 8 September 2021

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvarycareers.mercury.com.au/>

Reference Number: 16504

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

Contact Officer Juliana Symonds [Juliana.symonds@calvary-act.com.au](mailto:Juliana.symonds@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](mailto:jobs@act.gov.au)**

#### **Executive Group Manager, Infrastructure and Health Support Services**

**Temporary Vacancy (one to two months with possibility of extension up to nine months)**

**Canberra Health Services**

**Infrastructure and Health Support Services**

**Position: E798**

**(Remuneration equivalent to Executive Level 2.4)**

Circulated to: ACTPS Senior Executive list

Date circulated: 31 August 2021

Reporting to the CEO, the Executive Group Manager, Infrastructure and Health Support Services is a crucial leadership role within CHS, responsible for teams that deliver Tier 2 and Tier 3 Capital Framework health infrastructure projects and Health Better Infrastructure Fund projects. The position is also responsible for all commissioning, ICT and safety aspects associated with capital projects delivered under the projects. The role of the Infrastructure and Health Support Services function is to provide fit-for-purpose buildings and facilities. In addition, the role has responsibility for managing teams responsible for the delivery of: accommodation, arts, emergency management, security, logistics support, sterilising services, volunteer management, operations support, switchboard and mail services. We are seeking someone with a demonstrated track record of successfully leading a management team in a complex environment, inspiring a collaborative team and ensuring compliance with all applicable regulatory and legislative requirements for such a role. This is a short term vacancy to backfill while the long term incumbent is acting in another position.

**To apply:** Please send your application including your curriculum vitae, names of two referees and a two-page summary demonstrating your experience against the Executive Capabilities to [Nicole.Stevenson@act.gov.au](mailto:Nicole.Stevenson@act.gov.au) by COB Tuesday 7 September 2021.

**Note:** The successful applicant will be placed on a short-term contract for one to two months with possibility of extension up to nine months. Selection may be based on written application and referee reports only.

**Remuneration:** The position attracts a remuneration package ranging from \$332,821 - \$346,259 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$268,758.

**Contact Officer:** Colm Mooney (02) 5124 8737 [colm.mooney@act.gov.au](mailto:colm.mooney@act.gov.au)

#### **Executive Director, Medicine**

**Temporary Vacancy (six weeks, with the possibility of extension)**

**Canberra Health Services**

**Medicine**

**Position: E626**

**(Remuneration equivalent to Executive Level 2.3)**

Circulated to: ACTPS Senior Executive list

Date circulated: 31 August 2021

Expressions of Interest are sought for the position of Executive Director, Medicine, Canberra Health Services (CHS) for a period of six weeks with the possibility of extension.

Reporting to the Chief Operating Officer, the Executive Director, Medicine is a critical leadership role with accountability for the overall operations and performance of the Division of Medicine.

The position is responsible for;

- acute, sub-acute and community-based health services, including the Emergency Department, Hospital in the Home and various specialties e.g. Cardiology, Rheumatology, Respiratory and General Medicine; and

- building partnerships and development and leadership for innovative models of care.

It is expected that the Executive Director will be an active participant within the executive leadership group for CHS.

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

**To apply:** Interested candidates are requested to submit a short application outlining relevant skills and experience of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees to Cathie O'Neill via email, [cathie.o'neill@act.gov.au](mailto:cathie.o'neill@act.gov.au) by **COB Monday 6 September 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 **\$311,959 - \$324,457** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$249,963**.

**Contact Officer:** Cathie O'Neill (02) 5124 2147 [cathie.o'neill@act.gov.au](mailto:cathie.o'neill@act.gov.au)

## **Women Youth and Children**

### **Antenatal and Gynaecology Ward**

#### **Registered Nurse level 1 Antenatal and Gynaecology Ward**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 39637, several)**

Gazetted: 01 September 2021

Closing Date: 17 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 focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Centenary Hospital for Women and Children (CHWC) is seeking Registered Nurses with an interest in working within the antenatal/gynaecology unit caring for women and babies. The Antenatal and Gynaecology unit cares for women with complications prior to giving birth and pre/post a gynaecology procedure. The Antenatal/Gynaecology units are located in the Centenary Hospital for Women and Children, Garran ACT. The Registered Nurses work closely in a team model with the Registered Midwives to achieve excellent outcomes for the women, babies and families in our care.

#### **Duties**

Under limited direction of the Clinical Midwifery Manager you will perform the role of a registered nurse caring for women and their babies on the Antenatal/ Gynaecology Ward. You will:

Provides direct patient care within an ethical and professional framework.

Practices in accordance with the relevant legislation.

Understands and practices within own scope of practice.

Integrates nursing and health care knowledge, skills and attitudes to provide safe and effective nursing care.

Integrates organisational policy and guidelines with professional standards.

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**

Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive.

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

An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating leadership.

#### **Position Requirements/Qualifications:**

Relevant registered nurse qualifications and a minimum of two years' experience working professionally in an acute setting is preferred.

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

The successful applicant will need to be available for rostered work 24/7 including weekends.

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.

**Contact Officer:** Helen Perkins (02) 51247535 [Helen.Perkins@act.gov.au](mailto:Helen.Perkins@act.gov.au)

## **Finance and Business Intelligence**

### **Supply Services**

#### **Stores Supervisor**

**Stores Supervisor \$62,087 - \$65,164, Canberra (PN: 23939)**

Gazetted: 01 September 2021

Closing Date: 8 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/>

The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The six sub-units within the FBI branch include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence, Health Information Unit and Procurement and Supply.

The position reports to the Senior Store Supervisor of Canberra Health Supply Services.

This position is based at Theatres at the Canberra Hospital.

#### **DUTIES**

Under limited direction of the Senior Store Supervisor, you will perform all duties relevant to the Store Supervisor level. You will:

Manage warehousing and supply duties at The Canberra Hospital, including but not limited to:

Receipt, issue and return of goods using the computerised inventory system;

Oversee the imprest function to ensure imprest lists, levels and storage areas are maintained to provide peak efficiency and continuity of supplies by checking imprest locations and replenish as necessary as per departmental schedule;

Arranging and assisting in the distribution of stores to customers and user areas;

Maintaining computerised records of receipts, labelling and bin locations;

Process and maintain supply documentation;

Ensuring truck schedules are kept in relation to imprest replenishment cycles;

Assist imprest store maintenance and replenishment; and

Process requisitions.

Co-ordinate and supervise Supply Services staff assigned.

Assist with stock-takes.

Participate in unit quality improvement and customer service activities.

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**

Strong organisational skills with a high degree of drive.

Understanding of supply chain processes within a warehouse environment.

Adaptability and flexibility to accommodate change and provide responsive services.

**Position Requirements/Qualifications:**

Relevant qualifications and a minimum of two years' experience working professionally in

Supply/Procurement/Warehousing is preferred.

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

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

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

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

Undergo a pre-employment National Police Check.

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

Decision may be based on application and referee reports only.

Contact Officer: Jacqueline Williams (02) 514 3109 [jacqueline.williams@act.gov.au](mailto:jacqueline.williams@act.gov.au)

**Clinical Services**

**Chief Operating Officer Clinical Services**

**Mental Health Justice Health Alcohol and Drug Services**

**JHS Custodial**

**Visiting Medical Officer (VMO) - Sessional rates**

Closing date: 13 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**

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-focused and/or harm minimisation approach. The Justice Health Services - Custodial Primary Health Team - is part of MHJHADS and provides high quality healthcare to people located within the Alexander Maconochie Centre (AMC), the Dhulwa Mental Health Unit (DMHU) and young people at the Bimberi Youth Justice Centre (BYJC). The position holder would be expected to provide care to patients across all JHS sites. The successful applicant will have general practice experience and skills in Primary Health Services particularly in a custodial setting, with appropriate specialist training such as General Practice, Emergency Medicine, Addiction Medicine, Public Health or Sexual Health Medicine. Visiting Medical Officers are engaged as independent contractors. Contracts will be for a 1-2 years term.

**Eligibility:**

- 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 College of General Practitioners (RACGP) or Australian College of Rural and Remote Medicine (ACRRM) or equivalent specialist qualifications.
- Evidence of satisfactory participation in the RACGP, ACRRM or other suitable Continuing Professional Development Program is mandatory.
- Current driver's licence is required.
- 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.

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

- Obtain credentialing through the 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.
- Registration under the ACT Working with Vulnerable People Act 2011
- Agree to a VMO contract setting out specific work obligations in accordance with Part 7 of the *Health ACT 1993*.

**Notes:** The successful applicant will need to be available for weekend and occasional after-hours weekday work. Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606. Contact Officer: Dr Katerina Lagios, Clinical Director, JHS Custodial Primary Health (02) 5124 1819

## Clinical Services

### Justice Health Services

#### Release of Information Officer

**Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 10205, several)**

Gazetted: 01 September 2021

Closing Date: 20 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/>

#### 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

Strong organisational skills with a high degree of drive and motivation

High level of attention to detail

Adaptability and flexibility to accommodation change and provide responsive service to meet the organisational and clients' needs

**Position Requirements/Qualifications:** The successful applicant will need to hold a current driver's licence

**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 11 months with the possibility of extension and/or permanency

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

Contact Officer: Michelle Hemming (02) 5124 3557 [michelle.hemming@act.gov.au](mailto:michelle.hemming@act.gov.au)

## Clinical Services

### Women, Youth and Children

#### Maternity

#### ACT Perinatal Loss Education Coordinator

**Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 42228)**

Gazetted: 30 August 2021

Closing Date: 16 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/> The CHS division of Women, Youth and Children, provides a broad range of primary, secondary, and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital, Centenary Hospital for Women and Children and Health Services, Community Health Centres, client's homes, schools and Child and Family centres. In the ACT, approximately 1.8% of women experience a stillbirth per year. The Centenary Hospital for Women and Children (CHWC) provide maternity services for women in the ACT and southern New South Wales who have pregnancy complications that require medical termination and for women who have experienced perinatal loss. The CHWC is the main referral centre for women with high-risk pregnancies/ pregnancy anomalies within the ACT and surrounding South East Region of NSW. Perinatal autopsy and investigations inform individual pregnancy care for women in their subsequent pregnancies, and on a population-level identifies causes and factors that can be incorporated in stillbirth prevention strategies. Currently in the ACT there is a 55% autopsy rate for stillbirths/ neonatal deaths. To increase the uptake of autopsy and investigations for stillbirth/ neonatal deaths, the ACT Perinatal Loss Educator role will support education for health professionals, information sharing with consumers, streamlining processes of autopsy/ investigation and undertake ongoing data collection in this space.

**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**

Strong organisational skills (including simultaneously managing and prioritising multiple issues) with a high degree of drive

An ability to work respectfully in partnership (with a range of stakeholders) while simultaneously demonstrating leadership

Strong ability, skills and enthusiasm for adult education for health professionals and parents experiencing perinatal loss.

**Position Requirements/Qualifications:**

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

Fulfil the responsibilities of this role as detailed with the following policy alignment:

National Stillbirth Action and Implementation Plan 2020

Woman-centred care: Strategic directions for Australian maternity services August 2019

National Aboriginal and Torres Strait Islander Health Plan 2013-2023

Report on Inquiry into maternity services in the ACT June 2020

Accessible, Accountable, Sustainable: A Framework for the ACT Public Health System 2020-2030

Territory Wide Health Services Plan

Maternity Access Strategy

ACT Wellbeing Framework

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 part-time position at (16:00) hours per week available for a period of 11.5 months. The full-time salary noted above will be pro-rata.

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

Contact Officer: Sheree Barr (02) 5124 7368 sheree.barr@act.gov.au

## **Surgery**

### **Pain Management Unit**

#### **Booking Clerk**

**Administrative Services Officer Class 2 \$59,016 - \$65,167, Canberra (PN: 27188)**

Gazetted: 30 August 2021

Closing Date: 13 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/> The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit and the ACT Trauma Service. These Units are supported by administration support officers.

#### **Position Requirements/Qualifications:**

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Ryan Murray (02) 5124 9898 ryan.murray@act.gov.au

## **Assistant Director of Nursing**

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

Gazetted: 31 August 2021

Closing Date: 10 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/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. The Assistant Director of Nursing (ADoN) holds a senior nursing leadership position with the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS). The ADoN for Workforce and Innovation is responsible for the delivery of key clinical strategic and operational performance indicators and outcomes in MHJHADS, including but not limited to patient safety, quality improvement, strategic workforce development including rostering, recruitment, education and research, staff wellbeing, budget, and resource management. The role is responsible for the delivery of strategic workforce initiatives in line with CHS strategic, corporate and business plan and quality frameworks. The role will also establish strong external and



internal networks to develop a skilled and experience workforce. The role reports operationally to the Operational Director of Territory Wide Mental Health Services and professionally to the Director of Nursing.

#### **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**

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 workforce environment

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 five 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 driver's licence.

#### **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**

Selection may be based on application and referee reports only.

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

Contact Officer: Jonathan Amirthanathan (02) 5124 1623 [jonathan.amirthanathan@act.gov.au](mailto:jonathan.amirthanathan@act.gov.au)

### **Cancer and Ambulatory Support (CAS)**

#### **Cancer Nursing Administration**

#### **Assistant Director Of Nursing- Cancer**

#### **Registered Nurse Level 4.3 \$139,701, Canberra (PN: 18038)**

Gazetted: 27 August 2021

Closing Date: 10 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/> The Assistant Director of Nursing (ADON) holds a senior nursing leadership position within the Division of Cancer and Ambulatory Support (CAS). The ADON in consultation with the Director of Nursing provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes within CAS. The ADON for CAS reports to the Director of Nursing. You will actively support, guide and collaborate with the Clinical Nurse Consultants within CAS in strategic implementation of evidence based practice, auditing, reporting and compliance to standards, procedure and policies across CHS and the national governing bodies.

#### **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 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:**

**Mandatory:**

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

**Desirable:**

Relevant post graduate management qualifications or equivalent.

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: Melissa O'Brien (02) 5124 8502 [Melissa.O'Brien@act.gov.au](mailto:Melissa.O'Brien@act.gov.au)

**Clinical Services**

**University of Canberra Hospital**

**Rehabilitation Care Coordinator**

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 35918)**

Gazetted: 27 August 2021

Closing Date: 10 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/> 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.

**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:

Good leadership skills

Supportive of less experienced staff

Good communication skills

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

**Position Requirements/Qualifications:**

**Mandatory:**

Tertiary qualifications or equivalent in an Allied Health Related Field and eligibility for membership of the appropriate professional organization

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

Be registered under the Working for Vulnerable People Act (for non-nursing applicants)

**Desirable:**

Hold a current driver's license.

Post Graduate studies in Health-related field

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:**

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:** This is a temporary position available for a period of 11 months with the possibility of extension.

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

Contact Officer: Maria Harman (02) 5124 8774 maria.harman@act.gov.au

**BreastScreen ACT**

**Cancer and Ambulatory Services**

**Radiographer**

**Medical Imaging Level 3 \$106,897 - \$112,636 (up to \$118,222 on achieving a personal upgrade), Canberra (PN: 14983, several)**

Gazetted: 26 August 2021

Closing Date: 13 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/>

BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to ACT resident women over 40 years. The target age group being women aged between 50 and 74 years.

BreastScreen ACT provides screening at three sites located at the Canberra City, Phillip and Belconnen Health Centres. All assessments are performed at the Canberra City clinic. As a Radiographer, you will perform routine mammographic screening along with the opportunity to become involved in assessment procedures. You will need to exercise independent judgement to perform routine screening mammograms in a digital environment.

We would love to have you join a great team in a dynamic workplace environment.

**Duties:**

Under limited direction of the Senior Radiographer you will:

Perform mammographic screening in a digital environment, across all three clinic sites, with the possibility of being involved in assessment preparations and procedures.

Be responsible for client data entry into the BreastScreen Information System database (BIS) which is linked to the Picture Archival and Communication system (PACS).

Assist with the training of radiographers where appropriate.

Participate in Quality Assurance and Quality Control programs.

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 candidate will have the following attributes:  
Strong interpersonal and organisational skills with a high degree of drive.

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

**Position Requirements/Qualifications:**

Possess a Degree or Diploma in Applied Science (Medical Imaging).

Evidence of current registration with Australian Health Practitioner Regulation Agency (AHPRA).

Evidence of a current ACT Radiation Licence (or be eligible for).

Be eligible for membership to the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT).

Hold a current Certificate of Mammographic Practice – CMP (or the willingness to attain).

Have an understanding of how the BreastScreen Australia (BSA) National Accreditation Standards (NAS) and 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 occupational and vaccination pre-screening assessment by ACT Health's Occupational Medicine Unit (OMU).

Comply with ACT Health credentialing requirements for allied health professionals.

Undergo a pre-employment National Police Check.

Contact Officer: Mary Humphrey 02 5124 1829 [Mary.a.humphrey@act.gov.au](mailto:Mary.a.humphrey@act.gov.au)

**Senior Radiographer**

**Medical Imaging Level 4 \$123,074 (Up to 132,479 for positions designated in clause 20.1 of the EA), Canberra (PN: 28556)**

Gazetted: 26 August 2021

Closing Date: 14 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/>  
The Cancer and Ambulatory Support Division 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 Services across Canberra Health Services. BreastScreen ACT is part of the BreastScreen Australia national screening program. The service provides free breast screening to women over 40 years with a screening target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located across the ACT. These sites are at the Canberra City, Phillip and Belconnen Health Centres with assessments clinics performed weekly at the Canberra City clinic. This role is responsible for the management, planning and evaluation of the imaging/screening radiographer component of BreastScreen ACT. All service provisions for both mammography screening and assessment are developed in accordance with agreed outcomes that meet community needs and the accreditation standards of the National BreastScreen program. This role supports the Program Director by overseeing the radiographer screening and assessment operations of BreastScreen ACT.

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

Strong interpersonal and organisational skills with a high degree of drive.

Excellent time management and ability to prioritise workload.

Adaptability and flexibility to accommodate change and provide responsive direction and service to meet service, staff and clients' needs.

**Behavioural Capabilities**

Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

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

- Strong interpersonal and organisational skills with a high degree of drive.
- High level communication and interpersonal skills with a proven ability to build and maintain effective professional relationships.
- A commitment to continuous improvement.
- Highly motivated, able to exercise a high level of judgement and work autonomously.
- Able to maintain organisation specific software, train staff and possess problem solving skills.

**Position Requirements/Qualifications:**

Australian Health Practitioner Regulation Agency (AHPRA) Registration.

Degree or Diploma in Applied Science (Medical Imaging).

ACT Radiation Licence (or eligible for).

Eligible for membership to the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT).

**Desirable:**

Hold a current Certificate of Clinical Proficiency in Mammography – CCPM (or the willingness to attain).

**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.

Comply with ACT Health credentialing requirements for allied health professionals

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

Contact Officer: Christy Fox (02) 5124 1826 Christy.Fox@act.gov.au

**Medicine**

**Emergency Department**

**Administration Officer**

**Administrative Services Officer Class 2/3 \$59,016 - \$71,963, Canberra (PN: 20960, several)**

Gazetted: 26 August 2021

Closing Date: 9 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/>

The Division of Medicine provides a range of medical specialties. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Emergency Department at Canberra Hospital sees over 90 000 patients per annum. In such a busy department, the administrative team provides support to medical, nursing and allied health staff. The Administration Officer is responsible for the administrative activities within the Emergency Department such as patient registration, bed management, discharging patients and the coordination of medical records whilst providing high quality customer service 24 hours a day, 7 days a week.

**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**

Provide a high level of administrative support under pressure

Excellent customer service skills

Be a proactive, enthusiastic and strong communicator

Be able to quickly acquire knowledge and understanding of situations and subject matter.

**Position Requirements/Qualifications:**

The successful applicant must have the ability to work on a 24 hour, 7 days a week rotating roster.

Knowledge of ACT Patient Administration System (ACTPAS) is desirable but not essential.

Knowledge of the Emergency Department Information System (EDIS) is desirable but not essential.

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.

**Notes:** This is a temporary position available for 10 months with the possibility of extension and/or permanency.

Contact Officer: Sarah Ryan (02) 5124 4115 Sarah.Ryan@act.gov.au

**Nursing and midwifery**

**Cancer and Ambulatory Services**

**Registered Nurse Oncology/immunology outpatient services**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 40888)**

Gazetted: 26 August 2021

Closing Date: 9 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/>

The Outpatient Department situated in the Canberra Region Cancer Centre incorporates haematology, medical oncology and immunology clinics. You will play a key role in supporting patients attending for outpatient clinic appointments in the Canberra Region Cancer Centre. This will include but not limited to obtaining weight and vital signs in relation to their ongoing treatment, performing ECGs, administration of nebulised pentamidine and other cancer and immunology related medications, patient education and minor procedures. The Registered Nurse level 1 will also assist in the setup of the clinics for the following day. They will provide supervision and support to the Enrolled Nurses and work under the supervision of the CNC Radiation Oncology. 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**

- Highly organised and self-motivated
- Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs
- Highly developed work prioritisation skills
- Effective interpersonal skills.

**Position Requirements/Qualifications:**

- The successful applicant will be registered (or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA))
- 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:** This is a permanent part-time position at (32) hours per week. The above full-time salary will be paid pro-rata.

Contact Officer: Chris Twyford (02) 5124 3510 [chris.twyford@act.gov.au](mailto:chris.twyford@act.gov.au)

**Allied Health**

**Acute Allied Health Services**

**Exercise Physiologist**

**Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 13993)**

Gazetted: 26 August 2021

Closing Date: 9 September 2021

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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 Exercise Physiology Department is based within Acute Allied Health Services and provides Exercise Physiology services and interventions to a range of clients in an inpatient and outpatient setting. The Exercise Physiology Department specialises in the provision of clinical exercise prescription and lifestyle modification for individuals with chronic disease and/or injury. The Department also provides support to the School Kids Intervention Program, Cardiac Rehabilitation and Heart Function Rehabilitation Programs. Our Exercise Physiologists work collaboratively with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high-quality patient centred care. This position will be responsible for the delivery of clinical Exercise Physiology services and interventions across the inpatient and outpatient settings and programs. This position will be required to work flexibly across services, locations and programs.

**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.

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

Effective communication and interpersonal skills

**Position Requirements/Qualifications:**

Exercise Physiology Degree or equivalent qualification from a recognised tertiary institution

Current accreditation with Exercise and Sports Science Australia (ESSA)

Registration under the *ACT Working with Vulnerable People Act 2011*.

Current Driver's License

Applicants must have a minimum of 1 year post-qualification clinical experience

Previous clinical experience working in a hospital setting is 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 and all other related frameworks.

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

Undergo a pre-employment National Police Check.

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

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for Allied Health Professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made.

Contact Officer: Dave Turner (02) 5124 3616 dave.turner@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](mailto:jobs@act.gov.au)**

#### **Corporate Services**

#### **Human Resources**

#### **Employment Relations**

#### **Injury Case Advisor**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 54066)**

Gazetted: 27 August 2021

Closing Date: 14 September 2021

**Details:** Are you a professional with a passion for helping people? Are you looking for a challenging role where you can apply your expertise in case management to improve individual's prospects for returning to work? We are looking for an Injury Case Advisor who can take a holistic approach to manage CIT's non-compensation cases. In this role, you will work as part of a multidisciplinary team to manage cases encompassing all types of workplace injuries and mental health concerns. You will play a leading role in building managerial capability to support healthy workplaces and provide high level advice and guidance to CIT management on the interpretation and application of relevant worker's compensation legislation for managing injured and ill employees. For a large part of this role, you will work closely with CMTEDD and other relevant agencies for the ongoing management of CIT's compensable and non-compensable cases. 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:** An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** If this sounds like you, please send us an application addressing the selection criteria and CIT's Cultural Traits, along with your resume. We look forward to hearing from you.

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

Contact Officer: Shane Campbell (02) 6207 3127 [Shane.Campbell@cit.edu.au](mailto:Shane.Campbell@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](mailto:jobs@act.gov.au)**

#### **Business Support Officer**

#### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 14505)**

Gazetted: 01 September 2021

Closing Date: 15 September 2021

**Details:** The Digital, Data and Technology Solutions (DDTS) Group, led by the Chief Digital Officer (CDO), has responsibility to drive the ACT's digital agenda, lead the whole of government strategic direction for ICT and cyber security, and provide technical, tactical and transactional support for whole of government Information and Communication Technology (ICT). The Business Support Officer provides executive and administrative support as part of the DDTS Executive Office team, including secretariat function maintaining efficient and effective office systems and demonstrating high quality customer service. Provide advice and guidance, as well as administrative support regarding the employment of contractors and ACTPS staff within DDTS. 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:**

**Professional / Technical Skills and Knowledge**

Ability to provide high level executive and secretariat support and assistance to senior management in a demanding and changing environment.

Knowledge of recruitment processes and related legislation.

**Behavioural Capabilities**

Organisational and time management skills with the ability to effectively establish and manage multiple priorities to meet competing deadlines.

Advanced written and verbal communication skills, with the ability to deal with matters of a sensitive and confidential nature.

Ability to work autonomously and as a member of a team with a customer focus, including commitment to assisting others.

Commitment to the implementation of the principles of ACT Respect, Equity and Diversity (RED) ACTPS values and principles, participative work practices, occupational health and safety and staff development and training.

**Compliance Requirements / Qualifications**

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

**Notes:** This is a temporary position available until 10 December 2021, with the possibility of extension. Under the current COVID-19 restrictions many staff are currently working from home with limited access to on-site working. Please discuss any concerns around these arrangements with the contact officer.

**How to Apply:** Please submit a written application of no more than two pages, outlining your suitability for the position in line with the Position Description, a current curriculum vitae, and contact details of two referees.

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

Contact Officer: Ashley Taylor (02) 6207 9595 [Ashley.Taylor@act.gov.au](mailto:Ashley.Taylor@act.gov.au)

**Revenue Management**

**Business Systems**

**OutSystems Developer**

**Information Technology Officer Class 1/Information Technology Officer Class 2 \$71,963 - \$101,743, Canberra (PN: 49730)**

Gazetted: 31 August 2021

Closing Date: 1 October 2021

**Details:** The ACT Revenue Office is looking for an energetic person to join the Business Systems branch as an OutSystems Developer. This person will work across multiple business products in a DevOps environment, with a multi-skilled team that is dynamic, flexible, professional and fun to be with. The position may be offered as a graduate role (for recent or about to graduate applicants) or a senior role (for more experienced applicants). 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 position will be filled at either the ITO1 or ITO2 level depending on experience and qualifications. Previous applicants do not need to re-apply.

**How to Apply:** Please provide a two-page pitch of your demonstrated experiences that are relevant to the Professional and Behavioural Capabilities in the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance.

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

Contact Officer: Domenic Dichiera: (02) 6207 0076 [Domenic.Dichiera@act.gov.au](mailto:Domenic.Dichiera@act.gov.au)

**Office of International Engagement**

**Assistant Director, Export Programs and Strategy**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 15587)**

Gazetted: 31 August 2021

Closing Date: 14 September 2021

**Details:** The Office of International Engagement (OIE) is seeking a senior officer to help build export activity in the ACT and Canberra Region, and support other international-engagement activities of the OIE. Be a part of an

exciting team working to further expand and diversify our economy and the ACT's international reputation in a highly dynamic international environment. If you think strategically and tactically and have a bias for action, and you are skilled in building relationships, we would like 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:** The successful applicant will be required to undergo a National Police Check. Note: This is a temporary position available immediately to 11 February 2022, with the possibility of extension up to 12 months or permanency. 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 an application addressing each of the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the attached position description, with a maximum of 300 words per criteria. Please also submit your curriculum vitae and the contact information for at least two referees who can support your claims.

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

Contact Officer: Richard Watson (02) 6207 6272 Richard.Watson@act.gov.au

## **People and Capability**

### **Safety and Wellbeing**

#### **Assistant Director**

#### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 40476)**

Gazetted: 30 August 2021

Closing Date: 6 September 2021

**Details:** Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is a diverse and exciting Directorate that offers the Assistant Director – Safety and Wellbeing the opportunity to work in partnership with Executives and line areas that look after Venues, Events, Arts, Property Management and various Inspectorates as well as contribute to setting the strategic safety direction. The position will operate as part of a small outcomes focussed team that performs a broad range of safety and wellbeing functions for the Directorate. The successful applicant will have proven technical experience and the ability to provide expert advice and support in safety management strategies, systems and programs, WHS reporting, management of committees and maintaining the Directorate's WHS management system. The successful applicant will have strong work health and safety experience and enjoy a variety of tasks; one day you may be drafting safety procedures and policies and the next you might be undertaking risk management activities out in the field. The 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 technical expertise in workplace health and safety, or equivalent experience are highly desirable. Qualifications in training, auditing and investigations will be considered favourably.

**Note:** This is a temporary position available immediately to 9 October 2021 with possibility of extension up to 12 months. This extension may be offered through a job share arrangement with the nominal occupant. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk, unless required as part of a reasonable adjustment.

**How to Apply:** Please provide:

A two-page pitch outlining your experience and/or abilities against the duties/responsibilities and Selection Criteria outlined in the Position Description; and

Your curriculum vitae with contact details for at least two referee.

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

Contact Officer: Raphaela Higginbotham (02) 6205 0290 Raphaela.Higginbotham@act.gov.au

## **Digital, Data and Technology Solutions (DDTS)**

### **Strategic Business Branch**

#### **Human Resource Information Management Solution (HRIMS) Project**

### **HRIMS Project Coordinator**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 44201)**

Gazetted: 30 August 2021

Closing Date: 16 September 2021

**Details:** Do you have exceptional organisation skills, with experience providing operational support to Project Managers? Do you like a fast-paced work environment, which drives business improvements and best practice processes and governance advice? Do you have well developed liaison, oral and written communication skills? Do you enjoy development and review of governance related documentation to ensure appropriate governance controls are in place? If so, then this is the job for you! The Human Resource Information Management Solution (HRIMS) Project is seeking an experienced Project Coordinator. The role is responsible for supporting the implementation of the Human Resource Information Management Solution (HRIMS) program by providing and updating program artefacts, processes and procedures to ensure a successful completion of the program. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** Hold a current CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance is mandatory.

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

**How to Apply:** Please submit a maximum two page pitch providing examples demonstrating your suitability against the Professional/Technical Skills and Knowledge and Behavioural Requirements for this role outlined in the Selection Criteria to demonstrate proficiency, contact details of at least two referee and current curriculum vitae.

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

Contact Officer: Barbara Hoyle (02) 6207 0837 Barbara.Hoyle@act.gov.au

### **Access Canberra**

#### **Construction, Utilities and Environment Protection**

##### **Technical Advisor - Structural Engineering**

#### **Senior Professional Officer Grade B \$131,773 - \$148,344, Canberra (PN: 50905)**

Gazetted: 30 August 2021

Closing Date: 20 September 2021

**Details:** Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues. The Directorate facilitates the implementation of government priorities and drives many new initiatives, including Access Canberra which provides a range of ACT Government shopfront and regulatory services. The Directorate is also responsible for Shared Services which provides financial, ICT and HR support across Government. The Director-General of CMTEDD is also the Head of Service. At Access Canberra, we play a key role in supporting a safe and vibrant city. We improve the way industry does business, and help protect and improve Canberra's liveability. We actively engage in a risk and harm approach to compliance across a broad range of industry sectors to build a strong economy, safe community and sustainable environment. Access Canberra is unique to the ACT Government; we work across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives. This position is part of the ACT Governments commitment to strengthen the regulation and integrity of the ACT building industry. The role requires an experienced structural engineer to support the Construction Occupations Registrar and the Building, Planning and Compliance team by providing specialist technical capability. In investigating building quality issues, the Structural Engineer will quickly, and with confidence assess defects by analysing designs and undertaking observations to make recommendation in terms of safety and compliance. 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. For further information about the role please refer to the Position Description.

##### **Eligibility/Other Requirements**

Essential

Bachelor's degree in structural engineering or a civil engineering degree with a major in structural engineering.

Current Drivers Licence  
Desirable

Minimum of 5 years of recent experience at a senior level undertaking structural design and inspection of various Class 2 to 9 building classifications

Experience with, or strong working knowledge of, post-tension and reinforced concrete, steel and timber design.

**How to Apply:** To apply for this role please submit a two page pitch addressing the Selection Criteria located in the Position Description. Further information on working at CMTEDD can be found at:

[http://www.jobs.act.gov.au/\\_data/assets/pdf\\_file/0010/839467/Working-in-CMTEDD.pdf](http://www.jobs.act.gov.au/_data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf)

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

Contact Officer: Robert Thompson (02) 6207 6115 robertd.thompson@act.gov.au

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

### Senior Plumbing and Gas Inspector

**Senior Building Trade Inspector \$131,773, Canberra (PN: 15405)**

Gazetted: 27 August 2021

Closing Date: 10 September 2021

**Details:** The Plumbing and Gas Inspectorate of Access Canberra is looking for an enthusiastic and dedicated person to join our team in a supervision role. The successful applicant will be assisting the Plumbing and Gas industry achieve compliance with their legislative requirements. They accomplish this by carrying out audits of plumbing, drainage, and gas installations to ensure compliance with relevant codes and standards. They also assist provide assistance to other inspectors with the interpretation of relevant standards. Audits range from single residential properties to high rise buildings. Our team works collaboratively with other sections of the Construction, Utilities and Environment Protection Branch to help make the ACT a safer place to work and live. Applicants should be able to work independently as well as part of a high achieving 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.

#### **Eligibility/Other Requirements:**

Possession of a Certificate of Competency as a Sanitary Plumber, Advanced Sanitary Drainer, Gasfitter or equivalent Plumbing, Drainage and Gas qualifications recognized by the Australian and New Zealand Reciprocity Association.

Possession of a Certificate in Backflow Prevention preferred but not essential.

Possession of a Certificate in Thermostatic Mixing Valves preferred but not essential.

Possession of a Certificate in Restricted Electrotechnology preferred but not essential.

Possession of a current ACT General Gasfitters licence.

Possession of a current driver's licence.

**Notes:** Selection may be based on application and referee reports only. A merit pool will be established from this selection process and will be used to fill any vacancies that may arise over the next 12 months.

**How to Apply:** Applicants should submit a two page response as to why they are best suited for the role.

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

Contact Officer: Mark Frazer (02) 6207 6261 Mark.Frazer@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.

### Executive Assistant

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 33741)**

Gazetted: 27 August 2021

Closing Date: 3 September 2021

**Details:** Are you interested in a challenge and want to be a key part of a high performing team? Do you identify yourself as a collaborative, highly motivated, and organised individual? If this sounds like you, this could be the career opportunity you've been waiting for and we'd love to hear from you! The Business and Innovation Branch in Economic Development is looking for an individual with a high level of administrative and organisational skills along with well developed communication skills are absolutely essential to this role. The Executive Assistant is responsible for providing high-level executive and administrative support to the Executive Group Manager.

Working closely, under limited supervision, with the Executive Branch Manager, the Executive Officer and Business and Innovation team, the successful candidate will provide administrative support in preparing meeting agendas and minutes, manage the diary of the EBM including strategic appointment bookings and meetings, as well as facilitation of ministerial correspondence. The successful candidate will be supported with their capability development and opportunities for career growth. The 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:** Selection may be based on application and referee reports only. A Merit Pool may be established from this selection process to fill similar/identical vacancies over the next 12 months. This position is in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**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: Jessica Round (02) 6205 4887 Jessica.Round@act.gov.au

### **Workforce Capability and Governance**

#### **Industrial Relations and Public Sector Employment**

##### **Legal Coordinator**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52862)**

Gazetted: 26 August 2021

Closing Date: 2 September 2021

**Details:** An exciting opportunity exists for an enthusiastic and dedicated Legal Coordinator to work in the Whole of Government Industrial Relations and Public Sector Employment (IRPSE) Group within the Workforce Capability and Governance Division, CMTEDD. The team is responsible for developing, negotiating, and implementing enterprise agreements, related policies and processes, and for providing quality advice to the ACT Government and directorates. The team is also responsible for the application, implementation, and interpretation of Public Sector employment related legislation. The nature of the work that the IRPSE Group undertakes is complex and there are times when the IRPSE Group may seek legal advice or services from the ACT Government Solicitor's Office (GSO). The Legal Coordinator will be responsible for managing all requests for legal advice to determine if legal advice is required, coordinating these requests and understanding the status of them, following up on outstanding matters and communicating the advice received. We are looking for a highly motivated and skilled person who can demonstrate that they have the necessary public sector industrial relations experience and legal knowhow to coordinate matters and provide advice where appropriate. This role reports to the Senior Director IRPSE. The successful individual will liaise with various senior stakeholders, whilst maintaining a high level of confidentiality and discretion, responding quickly to business needs to adhere to tight timeframes. 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:**

Legal qualifications or extensive experience in a legal discipline are highly desirable. Familiarity and/or qualifications in industrial relations or human resources will be highly regarded.

**Notes:** This is a temporary position available immediately until 24 December with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**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 the contact details of two referees.

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

Contact Officer: Kim Szandurski (02) 6207 0810 Kim.Szandurski@act.gov.au

## **Access Canberra**

### **Fair Trading and Regulatory Strategy**

#### **Working with Vulnerable People**

##### **Risk Assessment Officer**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 45368, several)**

Gazetted: 26 August 2021

Closing Date: 9 September 2021

**Details:** Would you like to contribute to the protection of vulnerable people in the community? Access Canberra is looking for highly motivated and conscientious candidates to fill the role of Risk Assessment Officers within the Working with Vulnerable People Risk Assessment and Investigation Team. You will need to have well-developed writing and verbal communication skills, take ownership of work, be organised, self-motivated and disciplined, and able to work well within and across teams. Successful candidates will need to manage competing priorities, respond and adapt to new and changing circumstances, undertake critical analysis of issues and demonstrate high-level judgement while maintaining strong attention to detail. Access Canberra is a dynamic workplace with a changing workforce, and the preparedness to adapt through ongoing personal and professional development is a desirable quality of prospective candidates. 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 role carries a high potential for encountering offensive or traumatic material. By applying for the position, you acknowledge the nature of the material you may be exposed to in the role and indicate you are willing to utilise employer provided support services to manage your mental health on an ongoing basis. You must be eligible to hold an unrestricted positive registration under the Working with Vulnerable People (Background Checking) Act 2011. For further information on Working with Vulnerable People registration, refer to [https://www.accesscanberra.act.gov.au/app/answers/detail/s\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/s_id/1804)

**Note:** A merit pool will be established from this recruitment process that may be used to fill future permanent and temporary vacancies over the next 12 months. A written test will be conducted as part of the interview process.

**How to Apply:** Please review the Position Description. Your application should be written in the form of a pitch, no longer than two pages, explaining how you are the right person for this role, and providing examples to demonstrate you have the Skills, Knowledge, Behavioural Capabilities and experience to perform the duties of the role. Applicants are also required to provide a current curriculum vitae and contact details for two referees. One of your referees should be your current or previous supervisor.

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

Contact Officer: Anna Lee (02) 6205 1752 [Anna.Lee@act.gov.au](mailto:Anna.Lee@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](mailto:jobs@act.gov.au)**

### **Housing ACT**

#### **Infrastructure and Contracts**

##### **Asset Design and Delivery**

##### **Assistant Director, Asset Design and Delivery**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53075)**

Gazetted: 31 August 2021

Closing Date: 14 September 2021

**Details:** The Infrastructure and Contracts Branch of Housing ACT is looking for a motivated Assistant Director to join our dynamic and busy Asset Design and Delivery team. The Assistant Director manages the delivery of multiple complex and high-profile design and or construction projects marked for redevelopment as part of the public housing growing and renewing program and may have responsibility for managing and mentoring staff. The Assistant Director supports the Director and Senior Director, Asset Design and Delivery and works closely with the immediate team and other external stakeholders to provide safe and affordable housing to the Canberra community. The position collaborates with various teams throughout Housing ACT to share information, ensuring the project-built form meets the changing needs of Housing ACT tenants. Building and maintaining relationships,

both within Government and outside, especially with either the design or construction industry, is an important part of the position's responsibilities. We are looking for people with demonstrated influencing, negotiation and engagement capabilities and an ability to develop and use relationships and networks with internal and external stakeholders. More information can be found in the position description.

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

**How to Apply:** Applicants should submit two (2) A4 pages as if writing to an Expression of Interest, addressing the Selection Criteria as well as their curriculum vitae and references.

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

Contact Officer: Skye Roland (02) 6205 4511 Skye.Roland@act.gov.au

### **CYRIS Business Support Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 15201)**

Gazetted: 30 August 2021

Closing Date: 16 September 2021

**Details:** CYRIS is a new client management system that replaces two legacy systems and has been operational since November 2019. It spans all CYPs service areas, providing an integrated view for the management of clients. It is used to provide access to information, capture important child and young people records, increase statutory and record keeping compliance, and will provide a vehicle for children, young people and carers to contribute to their records. The CYRIS Business Support Officer role provides support for the effective functioning of CYRIS, from both from the system and business implementation perspectives. Specifically, the support officer will assist with Support Desk Assistance, the management of business process issues, rollout of new functionality, ongoing training, data quality, system documentation, contract management and governance secretariat support. Initially the position will report to Senior Director, CYRIS Project. The position will also be required to work closely with ACT Digital Data and Technological Solutions.

#### **Eligibility/Other Requirements:**

Desirable skills and experience: Current driver's licence

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

Experience and skills in developing and/or implementation of an ICT business system in a Human Services environment

Experience in managing change requests

Significant experience in development of templates and documents using Microsoft Office products such as SharePoint, Microsoft Word

Relevant tertiary qualifications and/or knowledge and experience working in or with statutory services for children and young people

Educational, suitability and professional qualification checks may be carried out prior to employment.

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

**How to Apply:** Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae.

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

Contact Officer: Jenny Pereira (02) 6207 8758 Jenny.Pereira@act.gov.au

### **Senior Director**

**Senior Officer Grade A \$153,041, Canberra (PN: 31298)**

Gazetted: 27 August 2021

Closing Date: 10 September 2021

**Details:** The Strategic Portfolio and Data Excellence (SPaDE) team are looking for a passionate, dedicated, enthusiastic and authentic leader. The team is responsible for the Strategic Reporting, Data automation and visualisation to support the organisation in informed decision making. The team also supports the Australian Early Developmental Census delivery, and has the ACT representation on the National Data Disability asset. The team is also responsible for the Strategic Plan, encouraging innovation and

evaluation practices within the directorate and encouraging continuous improvement.

The team is currently around 20 staff, which a dynamic mix of skills with a busy work schedule who are using agile methodology to plan and prioritise their work and connect daily.

If this sounds like the job from you we would love to hear from you. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

**How to Apply:** Please provide a maximum of a two page response to the Selection Criteria and a curriculum vitae.

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

Contact Officer: Monica Kempster (02) 6205 1513 [Monica.Kempster@act.gov.au](mailto:Monica.Kempster@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](mailto:jobs@act.gov.au)**

### **Senior Director –Applications and Transformation**

**Senior Officer Grade A \$153,041, Canberra (PN: 42890)**

Gazetted: 01 September 2021

Closing Date: 20 September 2021

**Details:** This is a critical leadership position to lead and direct a team to co-ordinate key enhancements, projects and operational support provided by Digital, Data and Technology Solutions and other vendors. As the head of (Information Technology) IT service management and operational delivery, you will be responsible for setting the vision and strategy for service management and the efficient coordination of business-enabling applications for the ACT Education Directorate, whilst ensuring processes are owned and maturing. You will have a ‘user centric’ focus in delivery of Information and Communication Technology (ICT) Operations, demonstrate an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact and focus on outcomes rather than solutions and activities. You will also have an in-depth understanding of Service Management Framework principles and processes, and the ability to apply these principles to embed a critical capability. You preferably have five years or more experience in programme management and ICT operations. You should be experienced in leading a large and diverse team to achieve ICT outcomes. You should also be familiar with, or can acquire, an understanding of the ACT Education Directorate’s Strategic Plan and initiatives under the Future of Education Strategy. Ideally you understand the challenges of digital transformation in the education sector, and the ability to acquire an understanding of emerging technologies to accelerate this goal.

**Eligibility/Other Requirements:** Mandatory: Permanent resident of Australia. Highly Desirable: Extensive experience in applying ITIL and/or CobIT models to ICT service delivery and governance. Possession of a current driver’s licence and access to a private vehicle.

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

**How to Apply:** 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: Kelly Bartlett (02) 6207 5663 [Kelly.Bartlett@act.gov.au](mailto:Kelly.Bartlett@act.gov.au)

### **System Policy and Reform Division**

**ACT Board of Senior Secondary Studies**



**Office of the Board of Senior Secondary Studies**

**Finance and Administration Officer**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 03164)**

Gazetted: 31 August 2021

Closing Date: 16 September 2021

**Details:** Are you looking for a varied and rewarding role in a culture of high performance, collaboration, and innovation? The ACT Board of Senior Secondary Studies (ACT BSSS) is seeking a Finance and Administration Officer to join their administrative team. The ACT Board of Senior Secondary Studies (ACT BSSS) is a statutory authority responsible for the certification of senior secondary school studies in government and non-government schools in the Australian Capital Territory. The successful applicant will be a motivated individual looking to work within the context of developing and aligning high quality service delivery with the goals of the Board. A solution focussed and collaborative approach to the financial management of the Board will be essential to provide enabling support for the Business Services Manager and Executive Director. Responsibilities include (but are not limited to) contributing to and implementing compliance and business advice and systems; preparation of budgets and other finance management functions including accounts payable and receivable; assisting with management of facilities and ensuring service delivery excellence. Excellent communication and customer service skills will be essential to liaise and communicate with staff, the Board, Government personnel, schools, and other stakeholders. An ability to interpret and analyse financial data to provide informed advice to the Business Services Manager will be an essential skillset to ensure best use of resources and defensible decision making. The successful applicant will be a motivated and innovative administration officer seeking to work within a culture of high performance, collaboration, and innovation with a focus on solutions, accountability, and excellence.

**Eligibility and other requirements:** Relevant financial qualifications and/or experience is desirable. Working knowledge of the Oracle, APAIS and TM1 systems or similar. Applicants should be aware of and able to apply the ACTPS Values and Signature Behaviours.

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

**How to Apply:** Please submit your response of no more than two pages addressing the Selection Criteria, 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: Mitchell Tummers (02) 6205 7174 [Mitchell.Tummers@act.gov.au](mailto:Mitchell.Tummers@act.gov.au)

**System Policy and Reform Division**

**ACT Board of Senior Secondary Studies**

**Office of the Board of Senior Secondary Studies**

**Business Services Manager**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52673)**

Gazetted: 31 August 2021

Closing Date: 16 September 2021

**Details:** Do you have the skills and business acumen required to lead business services within a public administration context? Are you looking for a varied and rewarding role leading business and compliance functions within a statutory environment? The ACT Board of Senior Secondary Studies (ACT BSSS) is seeking a Business Services Manager to be an active member of their leadership team. The ACT BSSS is a statutory authority responsible for the certification of senior secondary school studies in government and non-government schools in the Australian Capital Territory. This role will lead and oversee all financial and business functions of the Board and is accountable to the Executive Director in meeting relevant legislative requirements. Responsibilities include (but are not limited to) financial management; coordination of legislative and policy compliance; project leadership including digitisation of operations and records; building and managing relationships with stakeholders; identifying opportunities and assisting with development and implementation of strategic business plans and responsibility for leading, mentoring and managing the administrative staff, working to align high quality service delivery with the legislative, strategic, and operational goals of the Board. An ability to think critically will be vital in providing informed advice to the Executive Director to minimise risks, ensure compliance, strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues. Excellent communication and customer service skills will be essential. The successful applicant will be a motivated

and dynamic leader seeking to work within a culture of high performance, collaboration, and innovation with a focus on solutions, accountability, and excellence.

**Eligibility and other requirements:** Relevant experience in a government or school context and/or financial qualifications or relevant experience. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident. Applicants should be aware of and able to apply the ACTPS Values and Signature Behaviours.

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

**How to Apply:** Please submit your response of no more than three pages addressing the Selection Criteria, 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: Kristofer Feodoroff (02) 6205 7180 Kristofer.Feodoroff@act.gov.au

### **Deputy Director-General**

#### **Executive Support Officer**

#### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 34841)**

Gazetted: 30 August 2021

Closing Date: 15 September 2021

**Details:** Are you the most organised person you know? This opportunity might be for you.

The Office of the Deputy Director-General is seeking a talented individual with initiative and energy to fill the role of Executive Support Officer. In this role you will provide assistance and support to the Deputy Director-General (DDG) and administrative support to ensure the smooth operation of the DDG Office and its work areas; the Service Delivery and Design Group and the School Improvement Group. The DDG works closely with other senior leaders, school leaders and stakeholders to improve a system level approach to education reform and school improvement. The DDG and their office works to: provide high level policy advice to the Minister for Education and Youth Affairs; develop a culture of safety first and build capability to strengthen inclusive education services; foster quality teaching by building the professional capability of school leadership and educators; implement ACT Government policy on early childhood education and care and school education; and manage and drive continuous improvement in the delivery of public education. Your typical day in this role will see you: organising and enhancing the operations of the DDG Office and two groups of the Education Support Office; coordinating high priority tasks, and providing assistance to others to get the job done; communicating and collaborating with a diverse network of colleagues including other executive assistance, executive officers and managers; managing and prioritising the DDG's time, meetings, appointments and travel; liaising with a range of stakeholders; and ending the day with a smile. To be successful in this role you will have exceptional organisation skills, professionalism and initiative. You will be an effective relationship builder and know how to get the best out of yourself and others.

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

**How to Apply:** Applicants should submit their curriculum vitae, a two-page response to the selection criteria for this position, and the details of two referees, one of which should be a current supervisor.

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

Contact Officer: Michael Mahar (02) 6205 0494 Michael.Mahar@act.gov.au

### **Deputy Director General**

#### **Executive Officer**

#### **Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 37546)**

Gazetted: 27 August 2021

Closing Date: 15 September 2021

**Details:** The Office of the Deputy Director-General is seeking a dynamic and skilled professional to fill the role of Executive Officer to the Deputy Director-General (DDG). In this role you will advise the DDG on a range of public policy issues, lead priority tasks and projects on behalf of the DDG and manage the effective operation of the DDG

Office. The DDG works closely with other senior leaders, school leaders and stakeholders to improve a system level approach to education reform and school improvement. The DDG and their office works to:

- provide high level policy advice to the Minister for Education and Youth Affairs;
- develop a culture of safety first and build capability to strengthen inclusive education services;
- foster quality teaching by building the professional capability of school leadership and educators;
- implement ACT Government policy on early childhood education and care and school education; and
- manage and drive continuous improvement in the delivery of public education.

Your typical day in this role will see you: advising on and providing leadership to high priority tasks and projects; representing the DDG and the Office at high level meetings and forums; quality assuring the advice and work product provided to the DDG; working with your colleagues across other business units and executive offices to achieve outstanding results; developing skills in your colleagues and a positive workplace culture; and ending the day with a smile. To be successful in this role you will have exceptional public policy skills, professionalism and initiative. You will be an effective relationship builder and know how to get the best out of yourself and others.

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

**How to Apply:** Applicants should submit a current curriculum vitae, a two-page statement addressing the Selection Criteria, and details of two referees, one of which should be a current supervisor.

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

Contact Officer: Michael Mahar (02) 6205 0494 [michael.mahar@act.gov.au](mailto:michael.mahar@act.gov.au)

### **Environment, Planning and Sustainable Development**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

#### **Executive Branch Manager, Climate Change and Energy, Climate Change and Energy Policy**

**Temporary Vacancy (20 September 2021 to 2 November 2021)**

**Environment, Planning and Sustainable Development Directorate**

**Climate Change and Energy**

**Position: E824**

**(Remuneration equivalent to Executive Level 1.2)**

Circulated to: ACTPS Senior Executive list, ACTPS, SOGA

Date circulated: 30 August 2021

EPSDD is looking for an energetic, analytic and committed person to lead a range of policy development processes delivering the government's climate change and energy objectives. This is a backfill for a 6-week period of parental leave, but there will be a range of challenging and fast moving policy processes in energy, transport and climate resilience to progress, including a range of PAGA commitments. The successful candidate will have experience in working across government and the community to achieve change, and preferably have a good knowledge of climate change and energy issues.

**To apply:** Applications should be an EOI that responds to the requirements of the role and how the applicant will fulfil these (maximum two pages) and a copy of a current curriculum vitae. All EOIs should be emailed to Gene McGlynn via email, [gene.mclynn@act.gov.au](mailto:gene.mclynn@act.gov.au) by COB Thursday 2 September 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 \$225,196 - \$233,809 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,249.

**Contact Officer:** Gene McGlynn 0419 867 911 [gene.mclynn@act.gov.au](mailto:gene.mclynn@act.gov.au)

#### **Executive Branch Manager, People and Capability**

**Temporary Vacancy (ASAP - three months, with a possibility of extension)**

**Environment, Planning and Sustainable Development Directorate**

**Corporate Services and Operations**

**Position: E1016**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive list, ACTPS, SOGA

Date circulated: 30 August 2021

Are you interested in an opportunity to lead the People and Capability Branch? The role is fundamental in establishing a positive workforce culture, supporting the Directorate in the delivery of a broad range of strategic human resource functions.

As a leader, you will enable an environment that supports a culture of high performance, excellence and integrity while providing strategic direction, drive HR frameworks, policies and programs, as well as develop and maintain effective relationships across multiple streams, senior managers and external stakeholders. The Executive Branch Manager will need to demonstrate a high degree of energy, resilience, sensitivity and confidentiality, while being adaptive in the workplace to meet requirements and tight deadlines.

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 two pages), and a copy of a current curriculum vitae. All EOIs should be emailed to Craig Simmons via email, [craig.simmons@act.gov.au](mailto:craig.simmons@act.gov.au) by COB Thursday 2 September 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 \$254,933 - \$264,885 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

**Contact Officer:** Craig Simmons (02) 6207 6322 [craig.simmons@act.gov.au](mailto:craig.simmons@act.gov.au)

**Executive Branch Manager, Planning System Review and Reform Project**

**Temporary Vacancy (asap – up to six months)**

**Environment, Planning and Sustainable Development Directorate**

**Position: E1203**

**(Remuneration equivalent to Executive Level 1.2)**

Circulated to: ACTPS Senior Executive list, ACTPS, SOGA

Date circulated: 30 August 2021

Are you looking to lead a project that will shape and change the planning system and future development of Canberra? The Executive Branch Manager (EBM) role is a new temporary role that will lead a range of work to deliver on the government priority of a reformed planning system. This exciting role will have responsibility for leading a multi-disciplinary team with a focus on:

- Delivering a new Planning Act,
- Undertaking a range of strategic planning, policy and development projects in response to directions set out in the Government's direction papers (<https://www.planning.act.gov.au/planning-our-city/act-planning-system-review-and-reform>)
- Improving and delivering strategic planning work to support the new system
- Developing a user friendly and clear planning system
- Engaging with the community

The EBM and team are within the Planning and Urban Policy division and will work collaboratively with Executive, across Government and a range of stakeholders, while representing EPSDD through multiple forums.

This role requires the proven ability to build and maintain strategic relationships, lead and deliver complex policy and projects within set and often tight timeframes, as well as having high level communication skills.

Our people are our greatest asset, and you would be charged to lead and drive change management strategies, skill and capacity building, embedding a performance culture based on collaboration and achieving results.

**To apply:** Interested candidates should submit an EOI that responds to the role and role requirements in the duty statement and how you will fulfil these (maximum two pages), a copy of a current curriculum vitae, two referees and confirmation of availability. Applications should be submitted to [erin.brady@act.gov.au](mailto:erin.brady@act.gov.au) by COB Monday 6 September 2021.

**Note:** This is a temporary opportunity available for up to 6 months, commencing as soon as possible. The position may be readvertised for a further period after consideration of the role and time requirements. Selection may be based on application only. Prospective applicants can seek further detail of the position through the contact

officer. 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 \$225,196 - \$233,809 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,249.

**Contact Officer:** Dr Erin Brady (02) 6205 4522 [erin.brady@act.gov.au](mailto:erin.brady@act.gov.au)

## Environment

### Resilient Landscapes

#### NRM Project Officer

##### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53151)**

Gazetted: 31 August 2021

Closing Date: 16 September 2021

**Details:** Come join the ACT NRM team delivering biodiversity conservation, Aboriginal NRM and sustainable agriculture outcomes in the ACT region. The Section has a focus on achieving landscape scale natural resource management outcomes across public and private land. The section works in collaboration with nature conservation, water and catchment management, climate change, parks and conservation services and conservation research areas of the ACT Government. The primary responsibilities for this position are to:  
Oversee and manage a number of projects to completion.

Provide administrative support for a range of activities.

Provide support in the development and delivery of a range of communication products.

Report to both internal and external stakeholders on programs as required

Support other team members on project delivery.

**Eligibility/Other Requirements:** Your suitability for this position will be assessed based on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed within the Position Description.

**Note:** This is a temporary position available for a period of two years with the possibility of extension. This position is full time although part time is negotiable. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please provide a maximum two-page pitch for the role, responding to the Skills, Knowledge and Behaviours listed in the Position Description. Also include a current curriculum vitae including two referees.

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

Contact Officer: Frank Garofalow (02) 6207 0497 [Frank.Garofalow@act.gov.au](mailto:Frank.Garofalow@act.gov.au)

## Statutory Planning

### Office of the Surveyor-General and Land Information

#### Placenames Officer

##### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 45712)**

Gazetted: 30 August 2021

Closing Date: 13 September 2021

**Details:** The Office of the Surveyor-General and Land Information is seeking a motivated person to work in a small team focussed on delivering high quality and timely placename services to underpin ACT Government initiatives and programs. The successful applicant will be expected to, with minimal guidance and direction, undertake a range of duties, in the Placenames Unit, including: Research and assessment of Australians and Australianas for commemoration in the ACT nomenclature. Create short biographies of nominees and liaise with their families. Prepare instruments for the notification of public placenames in accordance with the *ACT Placenames Act 1989*. Assist with the maintenance of the placenames database. Prepare draft written responses to and on behalf of the Ministerial. Assist with the research and drafting of discussion papers related to placenames. Provide secretariat support for ACT Placenames Advisory Committee as required.

**Note:** This is a temporary part-time position available at 22.07 hours per week from the 29 November 2021 up until 28 November 2022 with the possibility of permanency. The full-time salary noted above will be pro-rata.

**How to Apply:** Please provide the written response and a current curriculum vitae.

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

Contact Officer: Greg Ledwidge (02) 6205 0083 [Greg.Ledwidge@act.gov.au](mailto:Greg.Ledwidge@act.gov.au)

**Environment, Heritage and Water  
Executive and Business Support  
Business Support Unit  
Director – Asset Management**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52632)**

Gazetted: 30 August 2021

Closing Date: 13 September 2021

**Details: About the Role**

The Environment, Heritage and Water (EHW) manages a diverse range of assets including government land (national parks, nature reserves and commercial forestry), buildings and works depots, camping and recreational infrastructure, plant and equipment, a sizeable vehicle fleet and a portfolio of portable and attractive assets. Environment, Heritage and Water also has a growing portfolio of data assets that support the delivery of legislative, policy and operational objectives. The Director – Asset Management will support the Directorate in strategically managing its assets by establishing appropriate systems and framework to mitigate risk to life property and the environment. This position will report to the Senior Director - Business Manager, working closely with the Executive Group Manager and other Senior Directors to deliver the work priorities and strategic objectives in relation to asset management. What we are looking for: An exceptional leader with strong management and analytical skills that could be applied in an organisational asset management context. A committed, enthusiastic person who can collaborate with colleagues across the Environment Heritage and Water and the Directorate to develop and implement a strategic asset management plan. An experienced and innovative manager who can define, develop and implement appropriate policies, procedures and systems to record, track and strategically manage the Directorate's physical and data assets. A positive individual with a proven ability to work as part of a team and contribute to a positive team culture and demonstrate a willingness to the ACT Government Signature Values and Behaviours.

**Eligibility/Other Requirements:** Relevant experience in the delivery of Asset Management services in government or the private sector and/or tertiary qualification in Engineering and/or Business Management would be highly regarded.

**Notes:** 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.

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

Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Chris Malouf (02) 6205 4678 Chris.Malouf@act.gov.au

**Environment, Water and Emissions Reduction**

**Executive Group Manager, Climate Change and Energy**

**Executive Level 2.2 \$291,186 - \$302,749 depending on current superannuation arrangements, Canberra (PN: E692)**

Gazetted: 01 September 2021

Closing Date: 23 September 2021

**Details:** Canberra has committed to be a net zero emissions city by 2045 at the latest.

As a prosperous, educated and progressive community, we are ideally placed to show the world how to meet this global challenge. Our climate is already changing and the necessary adjustments to how we live, work and play will take time. As Executive Group Manager, Climate Change and Energy you will have a high level of leadership, policy acumen and advocacy and a proven capacity to work collaboratively, lead engagement activities and provide strong representation for the group and Directorate. The successful applicant will be required to provide quality robust advice on planning and implementing effective strategies and policies relevant to your group and contributing to and engaging in the development of Directorate-wide and whole-of-government strategies for the benefit of the ACT community. The Directorate's Climate Change and Energy Group is responsible for developing and implementing policy to guide the ACT's adaptation to current and expected effects of climate change and to assist all sectors - government, non-government, business, community and households. Climate change mitigation and adaptation action is guided by the Government's commitments in the Parliamentary and Governing Agreement, the ACT's Climate Change Strategy 2019 - 2025; Living Infrastructure Plan and the Zero Emission

Vehicles Action Plan. The role reports directly to the Deputy Director-General, Environment, Water and Emissions Reduction and is responsible for delivering high quality and value services across government and to the community in the areas of:

Climate Change and Energy Policy,  
Climate Change and Energy Programs, and  
Climate Change Partnerships.

**Remuneration:** The position attracts a remuneration package ranging from \$291,186 - \$302,749 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$231,249.

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

**How to Apply:** Applicants should submit a pitch (maximum two page), addressing the Selection Criteria providing details of their relevant experience and skills, with consideration of the executive capabilities and role requirements outlined in the duty statement. A covering letter outlining how applicants will approach the role, a copy of a current curriculum vitae, and the name and contact details for two referees should also be provided.

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

Contact Officer: Geoffrey Rutledge (02) 6207 5001 [geoffrey.rutledge@act.gov.au](mailto:geoffrey.rutledge@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](mailto:jobs@act.gov.au)

#### **ACT Corrective Services**

##### **Custodial Operations**

##### **Senior Director, Operations**

##### **Senior Officer Grade A \$153,041, Canberra (PN: 35165)**

Gazetted: 31 August 2021

Closing Date: 17 September 2021

**Details:** A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the role of Senior Director, Operations (SOGA), within Custodial Operations. The successful applicant will be responsible for the leadership of the security portfolio and the management of the dynamic and static security strategies at the Alexander Maconochie Centre (AMC). Areas of responsibility include armoury management, evidence, searching, detainee visits, movement control, security equipment, urinalysis, dog handlers, detainee property, incident response, detainee discipline, Management Unit and emergency management. The Senior Director, Operations also plays a key role in contributing to the management of intelligence, ensuring a collaborative environment. In addition, you will maintain responsibility for the Emergency Management Framework, regularly staging exercises to test the effectiveness of all emergency plans, contribute to and have accountability for the implementation of policies and procedures within functional responsibility and actively contribute to a positive and innovative workplace culture that helps to develop and implement change within the workplace. To be successful you will possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities.

**Eligibility/Other Requirements:** Relevant tertiary qualifications and/or equivalent experience are desirable.

The successful candidate will be required to undergo a criminal history 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Current drivers licence.

**How to Apply:** Applicants are required to submit the following three items: 1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your driver's licence. Please ensure you submit all required items.

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

Contact Officer: Corinne Justason (02) 6205 9788 [Corinne.Justason@act.gov.au](mailto:Corinne.Justason@act.gov.au)

## **ACT Courts and Tribunal**

### **Corporate and Strategic Services**

#### **Property and Contracts**

##### **Fleet and Facilities Officer**

##### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 37043)**

Gazetted: 30 August 2021

Closing Date: 6 September 2021

**Details:** The Property and Fleet Services Officer supports the delivery of facilities and fleet services for the ACT Courts and Tribunal. The position supports the management of the Public-Private Partnership contract for the facilities and services in the courts building but, is also responsible for supporting facilities management of the Forensic Medicine Centre and ACAT tenancy. The position also manages the ACTCT Fleet vehicles, including providing those provided under judicial or executive entitlements, managing the fleet renewal schedules and procurement of new vehicles as required in accordance with policy.

**Notes:** This is a temporary position available from 6 September 2021 until 31 January 2022 with the possibility of extension of up to 12 months. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months as there may be more than 1 position available.

**How to Apply:** After reviewing the "What will you do and What you require" section of the Position Description, please submit a two-page 'pitch' along with a curriculum vitae

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

Contact Officer: Helen Hadjitofi (02) 6207 0081 helen.hadjitofi@courts.act.gov.au

## **Legislation, Policy and Programs**

### **Civil and Regulatory Law**

#### **Senior Policy Officer**

##### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 42761)**

Gazetted: 27 August 2021

Closing Date: 14 September 2021

**Details:** The Civil and Regulatory Law Branch is seeking applications for a Senior Policy Officer. Senior Policy Officers deliver critical legislation, law reform and policy projects in civil law and provide high quality, strategic advice to Ministers and Government. The role is in the Human Rights and Social Policy (HRSP) team in the Civil Law Group which is responsible for law reform and legal policy including relating to human rights, discrimination, privacy, freedom of information, guardianship and powers of attorney, the official visitor scheme and births deaths and marriage registration. The HRSP team also advises Government on the human rights compatibility of proposed legislation and supports other government agencies including through training. This is an opportunity to join a busy, energetic team that makes a significant contribution to the Government's law reform and social policy agenda, which has a tangible impact on the lives of Canberrans.

**Eligibility/Other Requirements:** Relevant tertiary qualifications in law or a related field or significant study towards gaining qualifications would be highly desirable.

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

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

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

Contact Officer: Gabrielle McKinnon (02) 6205 3158 Gabrielle.McKinnon@act.gov.au

## **ACT Parliamentary Counsel's Office**

### **Legislative Drafter, Assistant Parliamentary Counsel 1**

##### **Assistant Parliamentary Counsel 1 \$68,810 - \$138,585, Canberra (PN: 04947)**

Gazetted: 26 August 2021

Closing Date: 9 September 2021

**Details:** The ACT Parliamentary Counsel's Office is seeking applications from qualified people for the above legislative drafting position. Assistant Parliamentary Counsel 1 (APC1) is a broad band, ranging from entry level positions for lawyers who have not had significant experience in providing legislative drafting services elsewhere to experienced drafters. The primary role of an Assistant Parliamentary Counsel 1 will be to:



Draft bills and subordinate laws for the Government, non-Executive members of the Legislative Assembly and provide legislative advice, under supervision

Work in drafting teams and assist in the management of drafting projects

Actively participate in activities aimed at developing a cooperative and high performing workplace.

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

**Eligibility/Other Requirements:** Admission to practice as a legal practitioner of the ACT Supreme Court, the High Court, or the Supreme Court of a State or another Territory is required. Experience with legislative process and operations of government is desirable however not essential.

**Note:** An order of merit will be established from this selection process and may be used to fill future permanent or temporary APC1 vacancies over the next 12 months.

**How to Apply:** Please provide contact details for two referees, your curriculum vitae (no more than six pages) and a short statement (no more than two pages) outlining how your Skills, Knowledge and Capabilities make you an ideal candidate for this role. You should consider the duties of the position and capabilities required to perform the position in drafting your statement.

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

Contact Officer: Lyndall Kennedy (02) 6207 7534 [Lyndall.Kennedy@act.gov.au](mailto:Lyndall.Kennedy@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](mailto:jobs@act.gov.au)

#### **Chief Operating Officer**

**Temporary Vacancy (ASAP – 30 November 2021, with possibility of extension)**

**Transport Canberra and City Services**

**Chief Operating Officer Group**

**Position: E820**

**(Remuneration equivalent to Executive Level 2.3)**

Circulated to: ACTPS Senior Executive list

Date circulated: 1 September 2021

Reporting to the Director-General and working collaboratively with the Executive, the Chief Operating Officer (COO) has primary responsibility for ensuring the efficient operations of TCCS through appropriate good governance, financial management, modern technology and workforce capability. The COO is responsible for sustained performance of the directorate by establishing and maintaining business and professional services supporting the strategic and operational needs of the Directorate.

The role requires building and maintaining strategic relationships. Working collaboratively with, and advising, the highest levels of ACT Government, including Cabinet, individual Ministers, Directors-General, as well as peak industry bodies, leading ACT businesses and organisations, Commonwealth representatives, senior ACTPS executives, advisors and others.

The COO represents TCCS and the ACT Government at significant negotiations, Legislative Assembly hearings, industry briefings, the media, and other public forums. He/she will provide strategic and business leadership within a dynamic, high profile and high-pressure working environment.

The successful applicant may also be considered for placement in the role for a period of leave in 2021/22.

**To apply:** Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Petra Crowe via email, [petra.crowe@act.gov.au](mailto:petra.crowe@act.gov.au) by COB Friday 3 September 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 \$311,959 - \$324,457 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$249,963.

**Contact Officer:** Cherie Hughes on 0466 415 400 [cherie.hughes@act.gov.au](mailto:cherie.hughes@act.gov.au)

### **1st Year Apprentice Horticulturist**

**General Service Officer Level 2 \$29,066 - \$52,179, Canberra (PN: 46019)**

Gazetted: 01 September 2021

Closing Date: 4 October 2021

**Details:** Place Management are looking for keen individuals to apply for an apprenticeship in horticulture. We have opportunities available in a wide range of teams, all doing their part to help us achieve our mission of delivering connected services to the people of Canberra. You can help us improve our parks, ponds and public open spaces through horticulture, mowing and maintenance; boost Canberra's sustainability through recycling and waste programs; and help our city be better connected through building and managing roads, footpaths, cycle paths and our integrated public transport network including buses and light rail. You can help us champion literacy and learning through our public libraries, ensure animal welfare and safety through our domestic animal services, and bring your skills to commercial operations that we oversee including Yarralumla Nursery, ACT Public Cemeteries and Capital Linen. We also need those with great technical, business, creative and people skills to help us plan, support and communicate the great work that we do.

**Eligibility/Other Requirements:** Year 10 Certificate or equivalent with passes in English, Mathematics and preferably a credit pass in Science. You must hold a current Class C driver's licence or be able to possess a licence prior to commencement. Ability to undertake the physical requirements of the tasks listed in the Position Description.

**Notes:** This is a temporary position available from 31/01/2022 until 31/01/2026.

**How to Apply:** Applicants should provide a response limited to less than 250 words per question to the "what you require" section of the Position Description.

Provide your current curriculum vitae and list two referees.

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

Contact Officer: Shannon Walker (02) 6207 7530 [Shannon.Walker@act.gov.au](mailto:Shannon.Walker@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, Planning and Policy**

#### **Road Safety Policy**

#### **Policy Officer**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 49168)**

Gazetted: 27 August 2021

Closing Date: 10 September 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 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 Policy Officer will provide administrative and secretariat support to the ACT Road Safety Advisory Board and ACT Road Safety Taskforce including administering the ACT Road Safety Community Grants program including drafting of deeds, managing grant deeds, invoice tracking and payments; coordination and planning for meetings including preparing meeting papers, agendas, invitations and attendance tracking and preparing status reports on community grants and other activities supported by the ACT Road Safety Fund. The Policy Officer will have sound written and verbal communication skills, and a proven ability to deliver quality products within set timeframes. The Policy Officer will also have excellent attention to detail and organisation skills.

**Notes:** This is a temporary position available immediately until 28 January 2022 with the possibility of extension up to 12 months. This position is part-time at (18:00) hours per week and the full-time salary noted above will be pro-rata. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants should submit a '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](mailto:adrian.ison@act.gov.au)

## **Infrastructure Delivery and Waste**

### **ACT NoWaste**

#### **Waste Education and Partnerships**

##### **Assistant Director, Waste Education Projects**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 44247)**

Gazetted: 27 August 2021

Closing Date: 10 September 2021

**Details:** If you have a passion for sustainability and great project management, behaviour change and partnership development skills, then this is the role for you. The *Assistant Director, Waste Education Projects* will manage a range of projects to increase resource recovery and decrease the generation of waste the ACT. The position will plan and deliver the community education and engagement for an upcoming Food Organics and Garden Organics (FOGO) collection service pilot, along with other projects as required. The position will supervise a small team to achieve great sustainability outcomes for the ACT. We are looking for someone who is a creative thinker and an organised project manager with the ability to develop strong partnerships and to lead and inspire others.

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:** Demonstrated experience working on behaviour change and community engagement strategies including partnership development, social marketing, community development, events and communications will be essential. Experience delivering community education programs and campaigns will be highly regarded, in particular waste education.

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

**How to Apply:** Applications should include: A statement of no more than four pages addressing the 'What you require' and section of the attached Position Description. A current curriculum vitae. Contact details of at least two referees.

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

Contact Officer: Naomi Lee (02) 6207 8854 [Naomi.Lee@act.gov.au](mailto:Naomi.Lee@act.gov.au)

## **Transport Canberra**

### **Strategy, Planning and Policy**

#### **Project Manager**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 51149)**

Gazetted: 27 August 2021

Closing Date: 14 September 2021

**Details:** Are you passionate about making a difference, initiating and leading change through strong project management and at the same time creating a better environment for all Canberrans?

If so this may be the role for you. In September 2020, The ACT Government released the Zero Emissions Plan for Transport Canberra and a roadmap that shows the transition of the TC bus fleet to zero-emissions by 2040. The plan outlines five strategic priorities and a detailed action plan showing how we will meet our targets by 2040 by:

Building the infrastructure we need

Procuring zero-emission buses

Partnering with the energy sector

New skills, protecting jobs and growing the economy

Increasing public transport use through better buses and a better service.

The Strategy, Planning and Policy team are looking for an experienced and driven project manager to progress the delivery of the Zero Emissions plan and associated multiple workstreams.

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

**Note:** This is a temporary position available immediately for a period of two years 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. This position will be in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

**How to Apply:** Please supply a curriculum vitae and pitch addressing demonstrated experiences in the following criteria:

Understanding of, and experience in effective project management to deliver great outcomes.

Experience in developing and delivering medium to large scale projects in an effective and organised manner.

High-quality advice to senior management on a broad range of complex, complicated and diverse issues associated with the management and delivery of projects, including advising management of risks and issues associated with desired project outcomes.

Highly developed interpersonal skills, including communication, negotiations, liaison, facilitation and representation skills, to build and sustain collaborative working relationships and networks with colleagues and stakeholders.

Assess and analyse project issues, applying expertise to identify and recommend courses of action, including management of resources, budgets, risks, opportunities, issues and options.

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

Contact Officer: Shelley Kennedy 0439271942 shelleya.kennedy@act.gov.au

## APPOINTMENTS

### ACT Health

#### **Health Professional Level 4 \$111,887 - \$120,436**

Lindy Fritsche, Section 68(1), 20 August 2021

### Canberra Health Services

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

Alexandra Cooper, Section 68(1), 30 August 2021

#### **Technical Officer Level 1 \$60,942 - \$63,894**

Josephine Enriquez, Section 68(1), 2 September 2021

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

Jodie Mills, Section 68(1), 3 September 2021

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

Phoebe O'Carrigan, Section 68(1), 2 September 2021

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

Penny SUKUMARAN, Section 68(1), 30 August 2021

#### **Administrative Services Officer Class 2 \$59,016 - \$65,167**

Yulin Zhang, Section 68(1), 29 August 2021

#### **Health Service Officer Level 4/5 \$55,637 - \$61,498**

Biju Kuttippurathu Philip: 85953424, Section 68 (1), 25/08/2021

#### **Health Service Officer Level 4/5 \$55,637 - \$61,498**

Vibin Thomas: 85793213, Section 68 (1), 30/08/2021

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

Claire Sutton: 86132724, Section 68 (1), 31/08/2021

**Administrative Services Officer Class 4 \$74,237 - \$84,198**

Kylie McNaught: 85359097, Section 68 (1), 30/08/2021

**Administrative Services Officer Class 4 \$74,237 - \$84,198**

Olivia Sexton: 84711810, Section 68 (1), 30/08/2021

**Canberra Institute of Technology**

**Teacher Level 1 \$78,538 - \$104,793**

Tien Pham, Section 68(1), 23 August 2021

**Teacher Level 1 \$78,538 - \$104,793**

Rashed Saifuddin, Section 68(1), 23 August 2021

**Chief Minister, Treasury and Economic Development**

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

Tejas Dixit, Section 68(1), 30 August 2021

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

Courtney Furlong, Section 68(1), 26 August 2021

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

Adam Hudina, Section 68(1), 25 August 2021

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

Deborah Irwin, Section 68(1), 26 August 2021

**Information Technology Officer Class 1 \$71,963 - \$81,917**

Grace Johnson, Section 68(1), 30 August 2021

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

Mansimran Kaur, Section 68(1), 30 August 2021

**Information Technology Officer Class 1 \$71,963 - \$81,917**

Dionysius Oliva, Section 68(1), 30 August 2021

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

Harsh Patel, Section 68(1), 30 August 2021

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

zahra saberi, Section 68(1), 2 September 2021

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

Carl Tidman, Section 68(1), 25 August 2021

**Community Services**

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

Jordon Dunn, Section 68(1), 31 August 2021

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

Lisa Finlayson, Section 68(1), 30 August 2021

**Education**

Cleaning Services Officer 2 \$52,441 - \$54,395

Pema Thinley, Section 68(1), 26 August 2021

**Infrastructure Officer 2 \$89,008 - \$102,403**

Ajay Raju Banda, Section 68(1), 1 September 2021

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

Meri Damjanovska, Section 68(1), 24 August 2021

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

Catherine Dean, Section 68(1), 30 August 2021

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

Sherbanu Fayers, Section 68(1), 25 August 2021

**School Assistant 4 \$68,175 - \$73,820**

Casey Keed, Section 68(1), 26 August 2021

**Professional Officer Class 2 \$88,899 - \$101,743**

Sheree Lockwood, Section 68(1), 30 August 2021

**Environment, Planning and Sustainable Development**

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

Karen Wright, Section 68(1), 30 August 2021

**Justice and Community Safety**

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

Samara Carroll, Section 68(1), 1 September 2021

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

Thomas Farrington, Section 68(1), 1 September 2021

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

Emeirely Nucifora-Ryan, Section 68(1), 1 September 2021

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

Kate Smith, Section 68(1), 28 August 2021

**Transport Canberra and City Services**

**General Service Officer Level 3/4 \$52,441 - \$57,268**

Graham Moriarty, Section 68(1), 1 September 2021

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

Katherine Santosuosso, Section 68(1), 1 September 2021

**General Service Officer Level 3/4 \$52,441 - \$57,268**

Benjamin Waters, Section 68(1), 1 September 2021

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

Shana Woodcroft, Section 68(1), 30 August 2021

## **TRANSFERS**

### **ACT Health**

**Simone Woods**

From: Registered Nurse Level 1 \$88,899

Canberra Health Services

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

ACT Health, Canberra (PN. 53084) (Gazetted 28 April 2021)

### **Canberra Health Services**

**Charise Brabec**

From: Registered Nurse Level 2 100,061

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 31728) (Gazetted 19 July 2021)

**Emily Jacobs**

From: Health Professional Level 2 \$68,809

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 45530) (Gazetted 9 June 2021)

**Linet Joseph**

From: Registered Nurse Level 1 \$67,984

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 53043) (Gazetted 15 June 2021)

**Oluchi Mpama**

From: Registered Nurse Level 1 \$67,984

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 53044) (Gazetted 15 June 2021)

**Olivia White**

From: Registered Nurse Level 1 \$67,984

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 20441) (Gazetted )

### **Justice and Community Safety**

**Fiona Scicluna**

From: Administrative Services Officer Class 6 101,743

Community Services

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

Justice and Community Safety, Canberra (PN. 52449) (Gazetted 2 July 2021)

**Transport Canberra and City Services**

**David Coulston**

From: Senior Officer Grade C \$111,887

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$111,887 - \$120,436

Transport Canberra and City Services, Canberra (PN. 38476) (Gazetted 25 June 2021)

**Leanne Woolfe**

From: Administrative Services Officer Class 6 \$88,899

Justice and Community Safety

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

Transport Canberra and City Services, Canberra (PN. 49421) (Gazetted 22 July 2021)

**PROMOTIONS**

**ACT Health**

**Health Systems, Policy and Research**

**Preventive and Population Health**

**Alcohol and Other Drug Policy**

**Marc Emerson**

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

ACT Health

To: †Senior Officer Grade A \$153,041

ACT Health, Canberra (PN. 53148) (Gazetted 27 July 2021)

**Saagar Kamrani**

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

Chief Minister, Treasury and Economic Development

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

ACT Health, Canberra (PN. 50199) (Gazetted 17 October 2020)

**Kathleen Piefke**

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

ACT Health

To: †Senior Officer Grade C \$111,887 - \$120,436

ACT Health, Canberra (PN. 53121) (Gazetted 13 July 2021)

**Canberra Health Services**

**Emilie Clarke**

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. 40157) (Gazetted 9 October 2020)



**Natasha David**

From: Administrative Services Officer Class 2/3 \$59,016 - \$71,963

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 18172) (Gazetted 16 July 2021)

**Chief Minister, Treasury and Economic Development**

**Digital, Data and Technology Solutions**

**Customer Engagement Services Branch**

**Stephen Dowling**

From: Information Technology Officer Class 2 \$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. 01015) (Gazetted 18 June 2021)

**Access Canberra**

**Engagement, Compliance and Covid-19 Response**

**Tara Ellison**

From: Administrative Services Officer Class 2 \$59,016 - \$65,167

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 03319) (Gazetted 9 March 2021)

**Community Services**

**Housing ACT**

**Client Services**

**Rachael Boyle**

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

Community Services

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

Community Services, Canberra (PN. 06920) (Gazetted 16 November 2020)

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.

**Housing ACT**

**Infrastructure and Contracts**

**Procurement**

**Yanping Xiong**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$111,887 - \$120,436

Community Services, Canberra (PN. 09129) (Gazetted 16 February 2021)

**Education**

**School Performance and Improvement**

**North Gungahlin**

**Throsby School**

**Mitch Bartholomew**

From: School Leader C \$130,338

Education

To: †School Leader B \$151,757

Education, Canberra (PN. 52636) (Gazetted 21 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**

**Tuggeranong Network**

**Isabella Plains Early Childhood School**

**Annie McAppion**

From: \$130,338

Education

To: †School Leader B \$151,757

Education, Canberra (PN. 25277) (Gazetted 13 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.

**Business Services**

**People and Performance**

**Workplace Relations**

**Vanessa McGrath**

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

Education

To: †Senior Officer Grade C \$111,887 - \$120,436

Education, Canberra (PN. 52344) (Gazetted 27 July 2021)

**Business Services Division**

**People and Performance**

**People Capability**

**Molly McKay**

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

Canberra Health Services

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

Education, Canberra (PN. 52855) (Gazetted 14 July 2020)

**Business Services**

**Infrastructure Capital Works**

**Capital Upgrades**

**Trent Neddrie**

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

Education

To: Infrastructure Officer 2 \$89,008 - \$102,403

Education, Canberra (PN. 27494) (Gazetted 28 June 2021)

**Justice and Community Safety**

**Emergency Services**

**ACT Ambulance Service**

**Ambulance Operations**

**Joslyn Udy**

From: Graduate Paramedic Intern \$75,404 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$78,680 - \$88,512 plus penalties

Justice and Community Safety, Canberra (PN. 48657) (Gazetted 27 August 2021)

This promotion is made in accordance with Clause R1.2 of the ACT Ambulance Service Enterprise Agreement 2018-2021.

**Transport Canberra and City Services**

**City Services**

**Development Coordination**

**Design Review and Asset Acceptance**

**Wannaku Abeysekera**

From: Infrastructure Officer 1 \$73,786 - \$87,181

Transport Canberra and City Services

To: Infrastructure Officer 2 \$89,008 - \$102,403

Transport Canberra and City Services, Canberra (PN. 27727) (Gazetted 8 June 2021)

**City Services**

**Development Coordination Branch**

**Development Planning, Transport Assessment and Modelling Team**

**Justinieta Balberona**

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

Transport Canberra and City Services

To: †Infrastructure Officer 4 \$132,911 - \$151,004

Transport Canberra and City Services, Canberra (PN. 33899) (Gazetted 15 July 2021)

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

**City Services**

**City Presentation**

**Urban Treescapes**

**Joshua Drew**

From: General Service Officer Level 5/6 \$58,133 - \$63,979

Transport Canberra and City Services

To: †General Service Officer Level 7 \$65,966 - \$69,661

Transport Canberra and City Services, Canberra (PN. 18119) (Gazetted 7 June 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 Presentation**

**Urban Treescapes**

**Thomas Dukic**

From: General Service Officer Level 5/6 \$58,133 - \$63,979

Transport Canberra and City Services

To: †General Service Officer Level 7 \$65,966 - \$69,661

Transport Canberra and City Services, Canberra (PN. 56989) (Gazetted 7 June 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**

**Robert Alford**

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

Worksafe ACT

To: †Senior Officer Grade A \$153,041

Worksafe ACT, Canberra (PN. 35631) (Gazetted 23 July 2021)