



ACT Government Gazette

Gazetted Notices for the week beginning 21 October 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>

Office of the Director General

Communication and Engagement

Online Strategy and Design

Web Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 36825)

Gazetted: 27 October 2021

Closing Date: 15 November 2021

Details: The ACT Health Directorate is responsible for strategic direction and leadership of the ACT health system. The Communication and Engagement Branch works in the Office of the Director General and delivers specialised services in strategic communication, campaigns, engagement strategy, media, social media, internal communication, digital, online and design.

The Online and Design Team within the Communications and Engagement Branch is responsible for the production of design and multimedia content, and the management of our online communications platforms including the ACT Health website and intranet.

The Web Officer undertakes web management, administration, maintenance and performance evaluation. This includes problem solving, issues management and recommending solutions based on strong technical knowledge.

Working under limited direction, the Web Officer is responsible for the following:

Manage and maintain the ACT Health website and intranet, and provide technical support and advice for a range of digital channels.

Web administration using Squiz, Drupal and Sharepoint content management systems.

Plan, run and report testing activities such as User Acceptance Testing (UAT).

Maintain knowledge of and support search engine optimisation (SEO), and work closely with web developers to ensure effective website search configuration.

Understand web requirements, resolve complex issues, and work with colleagues, suppliers and business areas to meet objectives.

Monitor, evaluate and report on web performance.

Maintain detailed knowledge of web standards, trends and best practice, and provide expert advice and recommendations on site changes and solutions.

Undertake project management activities for small projects such as scoping requirements, and developing plans and schedules.

Build productive relationships and work collaboratively with other members of the Branch and business areas to ensure delivery of high quality and responsive services and achievement of business outcomes.

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

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

How to Apply: Please submit a written application of no more than two pages responding to the required selection criteria in the position description, a current curriculum vitae, and contact details of two referees, one of which has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Brereton 0405 757 701 Julie.Brereton@act.gov.au

Health Systems, Policy and Research

Public health Protection and Regulation

Health Protection Service

Resident Medical Officer

Resident Medical Officer 1-4 \$88,741 - \$119,121, Canberra (PN: 53685, several)

Gazetted: 27 October 2021

Closing Date: 10 November 2021

Details: ACT Health is seeking a number of enthusiastic Resident Medical Officers to provide professional advice and support to the Office of the Chief Health Officer, including the COVID-19 Response Unit. These exciting positions will work closely with the Communicable Disease Control Unit on the public health management of communicable diseases and outbreaks and will have a critical role on a range of public health projects, policy, and operating procedures. The roles will also provide support to other health protection issues, including in environmental health, food safety and health emergency preparedness and response. If you're the right person for this position you will be an AHPRA accredited medical officer (or eligible to be accredited) and have previous work experience in a Public Health Unit. We are looking for individuals who are team players, strong communicators and are able to build and maintain professional and collaborative relationships with internal and external stakeholders. These are fast-paced roles, across the breadth of communicable diseases, and every day will bring new and changing priorities. They will suit people who are comfortable with ambiguity and change, and who enjoy working in a dynamic environment. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: These positions may be required to do some after hours, weekends, or on-call work.

Note: These are temporary positions available immediately for 12 months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Singleton (02) 5124 9205 Sally.Singleton@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Public Health Registrar

Registrar 1-4 \$109,929 - \$137,351, Canberra (PN: 53684, several)

Gazetted: 27 October 2021

Closing Date: 12 November 2021

Details: ACT Health is seeking three enthusiastic Public Health Registrars to provide professional advice and support to the Office of the Chief Health Officer, including the COVID-19 Response Unit. These exciting positions will work closely with the Communicable Disease Control Unit on the public health management of communicable diseases and outbreaks and will have a critical role on a range of public health projects, policy, and operating procedures. The roles will also provide support to other health protection issues, including in environmental health, food safety and health emergency preparedness and response. If you're the right person for this position you will be an AHPRA accredited medical officer (or eligible to be accredited) with an interest in public health – a post-graduate qualification in public health is ideal. We are looking for individuals who are team players, strong communicators and are able to build and maintain professional and collaborative relationships with internal and external stakeholders.

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

Eligibility/Other Requirements: These positions may be required to do some after hours, weekends, or on-call work.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Miranda Harris (02) 5124 9211 Miranda.Harris@act.gov.au

Digital Solutions Division

Technology Operations

Support, Architecture and Software Hub

Support Analyst

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 48001)

Gazetted: 26 October 2021

Closing Date: 12 November 2021

Details: If you enjoy troubleshooting and investigating ICT solutions for end users and have good communication skills, then apply now to join a team that's part of a large and exciting division with a contemporary digital health strategy supporting diverse opportunities for development and progression in this growing field. We are seeking motivated individuals to join our team as Support Analysts in a Service Desk environment. Located in Woden, our roles involve client engagement including occasional on-site support. Please note this role is part of a Service Desk environment which also provides out of hours' support services. Support Analysts will be required to provide technical support outside of usual business hours through a shift roster arrangement which can also include on call overtime. Please also note we are of a 24 x 7 Service Desk managed through rotating shifts roster.

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

Eligibility/Other Requirements: This role requires you to obtain and maintain an Australian Government NV1 Security Clearance. To obtain this, 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 you have already commenced, your employment will be terminated.

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

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

Applications should be submitted via the Apply Now button below.

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

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Director Mental Health and Wellbeing

Health Professional Level 5 \$131,773 - \$148,344, Canberra (PN: 50794)

Gazetted: 26 October 2021

Closing Date: 9 November 2021

Details: ACT Health is seeking an experienced social worker, counsellor and psychologist to lead the mental health and wellbeing support for people in quarantine, the community and the COVID-19 Response Team. If you are the right person for this position, you will have highly developed clinical mental health assessment and intervention skills, a well-developed understanding of the community and health sectors, and demonstrated leadership skills. You will work from evidence-based trauma informed counselling frameworks and be adept at providing psychological first aid to people presenting with a wide range of clinical issues. You will have demonstrated experience in facilitating individual and/or group supervision to mental health professionals. This is a fast-paced role, every day will bring new and unexpected challenges and changing priorities. This role will suit someone who is comfortable with ambiguity and change.

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

Eligibility/Other Requirements: This position may be required to work after hours, weekends and on-call. A class-C driver's license is required. The successful applicant will be required to hold the mandatory qualifications for a social worker, counsellor or psychologist.

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

How to Apply: If you are interested in joining this exciting team you can apply by providing a written statement up to two pages in length, addressing the What you Require section of the position description; curriculum vitae; and contact details of two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie Junk-Gibson (02) 5124 9923 Jodie.Junk-Gibson@act.gov.au

Health Systems, Policy and Research

Policy, Partnerships and Programs

Aboriginal and Torres Strait Islander Health Policy and Partnerships

Director, Policy and Partnerships

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 53739)

Gazetted: 26 October 2021

Closing Date: 19 November 2021

Details: The Director, Policy and Partnerships will work collaboratively across the ACT Health Directorate and with key stakeholders including the ACT Aboriginal and Torres Strait Islander Community Controlled Sector. The Director, Policy and Partnerships, will lead and coordinate work to support the strategic priorities of the ACT Aboriginal and Torres Strait Islander Agreement Health and Wellbeing Plan.

This role will work closely with Aboriginal Community Controlled Organisations and other internal and external stakeholders to progress the key priority reform areas of the Closing the Gap Agreement and other national priority reforms in Aboriginal and Torres Strait Islander Health.

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

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

How to Apply: Please provide a written response to the Position Description areas, Professional Skills and Knowledge and Behavioural Capabilities and a copy of your curriculum vitae. Referee reports will need to be provided prior to the interview process.

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

Please note that it is not necessary to address the capabilities and behaviours individually.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ginibi Robinson (02) 5124 0000 ginibi.robinson@act.gov.au

Health Systems Policy and Research

Public Health Protection and Regulation

Communicable Disease Control

Epidemiologist

Health Professional Level 3/Health Professional Level 4 \$97,177 - \$120,436, Canberra (PN: 33721)

Gazetted: 26 October 2021

Closing Date: 23 November 2021

Details: ACT Health are seeking Epidemiologist to fill a vacancy in their Communicable Disease Control team.

The successful applicant will need knowledge and skills in collecting, analysing and reporting epidemiological data to the Director Disease Surveillance and OzFoodNet and require high level communication skills.

This position works in a multidisciplinary team of administrative staff, nurses, health professionals and medical staff who provide advice, investigation, surveillance and reporting of notifiable conditions in the ACT.

Eligibility/Other Requirements:

Tertiary qualifications in health related studies or epidemiology.

Pre-employment National Police check.

Note: This is a temporary position available immediately for a period of 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be filled at either the HP3 or HP4 level, dependant on the skills and experience of the successful applicant.

How to Apply: Please provide a written response to the Professional/Technical skills and knowledge and behavioural capabilities of no more than four pages and a current curriculum vitae with the names of two professional referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Kingsbury (02) 51249255 Alison.Kingsbury@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Senior Wellbeing Officer

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 53659)

Gazetted: 26 October 2021

Closing Date: 5 November 2021

Details: ACT Health is seeking experienced social workers, counsellors and psychologists to contribute to the operational response to COVID-19, specifically in providing mental health and wellbeing supports for people in quarantine, the community and the COVID-19 Response Team.

If you are the right person for this position, you will have highly developed clinical mental health assessment and intervention skills, and a well-developed understanding of the community and health sectors. You will work from evidence-based trauma informed counselling frameworks and be adept at providing psychological first aid to people presenting with a wide range of clinical issues. You will have demonstrated leadership skills, experience as a shift lead and/or providing individual and/or group supervision to mental health professionals. This is a fast-paced role, every day will bring new and unexpected challenges and changing priorities. It would suit someone who is comfortable with ambiguity and change.

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

Eligibility/Other Requirements: This position may be required to work after hours, weekends and on-call. A class-C driver's license is required. The successful applicant will be required to hold the mandatory qualifications for a social worker, counsellor or psychologist.

Highly desirable:

Experience working as a shift leader

Experience providing individual and/or group clinical supervision to health professionals and/or students

Willingness to participate in a staff surveillance and testing program for quarantine workers and be vaccinated for COVID-19

Available on weekends, regularly or occasionally

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

How to Apply: If you are interested in joining this exciting team, you can apply by providing a written statement, up to two pages in length, addressing the Selection Criteria; Curriculum Vitae; and contact details of two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Buik (02) 5124 9935 jessica.buik@act.gov.au

**Health Systems, Policy and Research
Public Health Protection and Regulation
Specialist Medical Advisers**

Specialist Band 1 - 5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 33670, several)

Gazetted: 27 October 2021

Closing Date: 12 November 2021

Details: ACT Health is seeking experienced Specialist Medical Advisers to provide professional advice and support to the Office of the Chief Health Officer, including the COVID-19 Response Unit. As a Specialist Medical Adviser you will work closely with the Communicable Disease Control Unit on the public health management of communicable diseases and outbreaks and will have a critical role on a range of public health projects, policy, and operating procedures. This also includes having an integral role in supporting the COVID-19 response.

The roles will also provide support to other health protection issues, including in environmental health, food safety and health emergency preparedness and response.

As a Specialist Medical Adviser, you will need to be an AHPRA accredited medical practitioner (or eligible to be accredited), and have a Fellowship in a relevant medical speciality, for example, the Australasian Faculty of Public Health Medicine, Royal Australasian College of Medical Administrators, Royal Australian College of General Practitioners, or Australasian Faculty of Occupational and Environmental Medicine. Post graduate qualifications in public health and/or previous work experience in Public Health is highly desirable.

We are looking for individuals who are team players, strong communicators and are able to build and maintain professional and collaborative relationships with internal and external stakeholders. You will have demonstrated leadership experience as you will have a critical role in the COVID-19 response. These are fast-paced roles, across the breadth of communicable diseases, and every day will bring new and changing priorities. They will suit people who are comfortable with ambiguity and change.

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: These positions may be required to do some after hours, weekends, or on-call work.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Johnston (02) 5124 9455 Vanessa.Johnston@act.gov.au

**Public Health Protection and Prevention
Health Protection Service
Business Management Services
Executive Assistant**

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 44657)

Gazetted: 25 October 2021

Closing Date: 1 November 2021

Details: Are you well-organised, quick-thinking and able to demonstrate good judgement? Are you interested in providing support to an executive and to a branch that provides vital services to protect the health of the ACT community?

The Health Protection Service within ACT Health is looking to hire a suitably qualified and enthusiastic individual to provide support to the Executive Branch Manager. The successful applicant will co-ordinate government business for the branch, including ministerial correspondence, and ensure compliance with legislative timeframes. The successful applicant will be required to maintain strict confidentiality on all matters concerned with investigations and all other items to which the position becomes privy. The role reflects the complexity of the Health Protection Service as an operational and policy branch, managing approvals and correspondence from regulatory functions, service delivery and an accredited analytical laboratory.

The Health Protection Service is part of the Public Health, Protection and Regulation Division, headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and fulfils a range of statutory responsibilities

and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Cathie Smith (02) 5124 9105 Cathie.Smith@act.gov.au

Health System Policy and Research

Public Health Protection and Regulation

Health Protection Services

Wellbeing Officer

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 53658, several)

Gazetted: 26 October 2021

Closing Date: 9 November 2021

Details: ACT Health is seeking social workers, counsellors and psychologists to contribute to the operational response to COVID-19, specifically in providing mental health and wellbeing supports for people in quarantine, the community and the COVID-19 Response Team.

If you are the right person for this position, you will have demonstrated experience with providing evidence-based trauma informed counselling and psychological first aid to people with a range of presentations. You will work well with other community and mental health organisations, and have clinical experience providing appropriate referrals to these organisations and services. This is a fast-paced role, every day will bring new and unexpected challenges and changing priorities. It would suit someone who is comfortable with ambiguity and change.

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

Eligibility/Other Requirements:

This position may be required to work after hours, weekends and on-call.

A class-C driver's license is required.

The successful applicants will need to undergo a pre-employment National Police Check

Hold the mandatory qualifications for a social worker, counsellor or psychologist. Please see the Position Description for further details.

Notes: These are temporary positions available for a period of six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: If you are interested in joining this exciting team, you can apply by providing a written statement up to two pages in length addressing the Selection Criteria, curriculum vitae and contact details of two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Chan (02) 5124 1505 natalie.chan@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Team Leader, COVID-19 Mental Health and Wellbeing

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 53655)

Gazetted: 25 October 2021

Closing Date: 3 November 2021

Details: ACT Health is seeking an experienced health professional to manage the day-to-day multidisciplinary COVID-19 Mental Health and Wellbeing Team which contributes to the operational response to COVID-19 by providing mental health and wellbeing supports for people in quarantine, the community and the COVID-19 Response Team.

If you are the right person for this position, you will have considerable clinical experience in the mental health field, work from evidence-based, trauma-informed frameworks, and have experience managing teams of multidisciplinary health professionals. You will have experience in service and/or community development and be able to build, maintain and strengthen relationships and partnerships to help manage COVID-19 in the ACT. This is a fast-paced role, every day will bring new and unexpected challenges and changing priorities. It would suit someone who is comfortable with ambiguity and change.

Eligibility/Other Requirements:

A class-C driver's licence is required.

The successful applicant will be required to hold the mandatory qualifications for either a psychologist or a mental health social worker:

For Psychology: General Registration with the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA)

For Social Work: Degree in Social Work; and Registration under the *ACT Working with Vulnerable People Act 2011*.

Highly Desirable:

experience working as a shift leader.

experience providing individual and/or group clinical supervision to health professionals and/or students.

willingness to participate in a staff surveillance and testing program for quarantine workers and be vaccinated for COVID-19.

Note: This is a temporary position available immediately for up to 12 months. This position may be required to work after hours, weekends and on-call.

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Chan (02) 5124 1505 Natalie.Chan@act.gov.au

Health Systems, Policy and Research

Policy, Partnerships and Programs

Mental Health Policy

Policy Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53242)

Gazetted: 25 October 2021

Closing Date: 8 November 2021

Details: Mental Health Policy within the Policy Partnerships and Programs Group is seeking to recruit a Policy Officer for an immediate start. This is a permanent position.

Policy, Partnerships and Programs (PPP) provides strategic leadership, direction and action that improves the health of our community and ensures our public health system meets our community's needs, now and into the future. PPP delivers strategic health policy advice on issues including primary care, NDIS, workforce, Aboriginal and

Torres Strait Islander health, aged care, LGBTIQ+, inter-governmental negotiations, mental health, social and emotional wellbeing and suicide prevention, and legal matters.

Mental Health Policy is responsible for providing strategic advice, policy development and implementation in relation to mental health, social and emotional wellbeing and suicide prevention. Mental Health Policy leads the Branch's engagement with the policy cycle and is the first point of response for matters referred to the Branch for action and advice for the Minister for Mental Health. Mental Health Policy manages relationships with non-government organisations and liaises with the community on issues regarding the mental health. This includes but is not limited to, the provision of strategic health policy advice and project development

Under general direction this position is required to exercise a considerable degree of independence to achieve policy and project outcomes. This will require well-developed written and verbal communication skills and ability to liaise with a diverse range of stakeholders. Additionally, the position requires sound judgement and analytical skills to respond quickly to business needs and meet tight timeframes.

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: Mental Health Policy are currently working exclusively from home and have been required to work from home for extended periods during COVID-19. Ability to work remotely or in hybrid arrangement (home and office) will be important. It is expected that this role will commence in a remote working environment.

Compliance Requirements/Qualifications:

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

Desirable:

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

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

How to Apply: If you are interested in applying for this position please provide:

a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities of the Position Description;

your curriculum vitae; and

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: Rebecca McIntyre 04 3209 3058 Rebecca.McIntyre@act.gov.au

Health System Policy and Research

Public Health Protection and Regulation

Workforce Resourcing

Administrative Support Officer, COVID-19 Operations

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53656)

Gazetted: 21 October 2021

Closing Date: 28 October 2021

Details: On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. This saw the establishment of a Health Emergency Coordination Centre (HECC) - A COVID-19 Response Team has been created to deliver the public health response over a longer term. Working to the Chief Health Officer, the COVID-19 Response Team consists of a number of branches.

Under guidance by the Director and Assistant Director you will be responsible for managing recruitment and assessment of applications, and tasks associated with the attraction, recruitment, and support of our workforce. The Administrative Support Officer undertakes a range of duties that will support the response to COVID-19 across the ACT jurisdiction. These duties may include supporting the senior leadership team, undertaking the effective management, recruitment and workforce resourcing related activities, and other related activities supporting the Public Health Emergency Directions.

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

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

How to Apply: The online application form requires a written response and a curriculum vitae to be provided, maximum two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie Junk-Gibson (02) 5124 9923 Jodie.Junk-Gibson@act.gov.au

Health System Policy and Research

Public Health Protection and Regulation

Workforce Resourcing

Senior Workforce Resourcing Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53657)

Gazetted: 21 October 2021

Closing Date: 28 October 2021

Details: On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. This saw the establishment of a Health Emergency Coordination Centre (HECC) - A COVID-19 Response Team has been created to deliver the public health response over a longer term. Working to the Chief Health Officer, the COVID-19 Response Team consists of a number of branches.

The Senior Workforce Resourcing Officer undertakes a range of duties that will support the response to COVID-19 across the ACT jurisdiction. These duties may include supporting the senior leadership team, undertaking the effective management, recruitment and workforce resourcing related activities, and other related activities supporting the Public Health Emergency Directions.

Under guidance by the Director, you will be responsible for managing the small rostering team to ensure connection between the workforce requirements of the Health Emergency Coordination Centre. You will also develop approaches to promote the attraction, engagement and management of the workforce as required. You will also support the workforce in the HECC which are aligned to broader ACTHD workforce and organisational culture initiatives.

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: This is a temporary position starting immediately for six months with possibility of extension.

How to Apply: Please submit a written application of no more than two pages, addressing the capabilities and demonstrating your capacity to perform the duties and responsibilities of the role. Also, please supply your current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie Junk-Gibson (02) 5124 9923 Jodie.Junk-Gibson@act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Maternity Department

Maternity Clinical Flow Manager

Registered Midwife Level 3 \$108,237 - \$112,691, Canberra (600856)

Gazette Date: 27 October 2021

Closing Date: 4 November 2021

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

Reference Number: 16922

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

Contact Officer: Ash Grimes (02) 6201 6921 ash.grimes@calvary-act.com.au

Calvary Public Hospital Bruce

Registered Nurse Level 2- MAPU

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (LP6721)

Gazette Date: 27 October 2021

Closing Date: 1 November 2021

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

Reference Number: 17027

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

Contact Officer: Kat Sliwinski (02) 6201 6197 kathryn.sliwinski@calvary-act.com.au

Calvary Public Hospital Bruce

Endoscopy Suite

Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (LP8995)

Gazette Date: 27 October 2021

Closing Date: 7 November 2021

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

Reference Number: 16995

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

Contact Officer: Jennifer Cain (02) 6201 6892 jennifer.cain@calvary-act.com.au

Calvary Public Hospital Bruce

Mental Health

Drug and Alcohol Services Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (LP7035)

Gazette Date: 27 October 2021

Closing Date: 7 November 2021

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

Reference Number: 16961

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

Contact Officer: Carmel Ronning (02) 6201 6806 carmel.ronning@calvary-act.com.au

Calvary Public Hospital Bruce

Emergency Registrar 2022 – 2023 Clinical Year

Emergency Registrar

Registrar 1-4/ Senior Registrar \$109,929 - \$154,436, Canberra (Several)

Gazette Date: 27 October 2021

Closing Date: 21 November 2021

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

Reference Number: 17014

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

Contact Officer: Dr Mechelle Smith mechelle.smith@calvary-act.com.au

Calvary Public Hospital Bruce

Emergency Department

Senior Physiotherapist

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (LP7039)

Gazette Date: 27 October 2021

Closing Date: 14 November 2021

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

Reference Number: 17006

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

Contact Officer: Megan Sullivan (02) 6201 6190 megan.sullivan@calvary-act.com.au

Calvary Public Hospital Bruce

Pharmacy Department

Senior Clinical Pharmacist

Pharmacist Level 3 \$106,307 –\$112,028, Canberra (Several)

Gazette Date: 27 October 2021

Closing Date: 11 November 2021

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

Reference Number: 16980

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

Contact Officer: Emily Diprose (02) 6201 6269 emily.diprose@calvary-act.com.au

Calvary Public Hospital Bruce

Pharmacy Department

Pharmacist

Pharmacist Level 2 \$81,618 – \$98,639, Canberra (Several)

Gazette Date: 27 October 2021

Closing Date: 11 November 2021

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

Reference Number: 16979

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

Contact Officer: Emily Diprose (02) 6201 6269 emily.diprose@calvary-act.com.au

Calvary Public Hospital Bruce

Pharmacy Department

Pharmacist

Pharmacist Level 1 \$73,236 - \$84,544, Canberra (LP8827)

Gazette Date: 27 October 2021

Closing Date: 11 November 2021

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

Reference Number: 16978

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

Contact Officer: Emily Diprose (02) 6201 6269 emily.diprose@calvary-act.com.au

Calvary Public Hospital Bruce

Maternity

Maternity Clinical Flow Manager

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (600856)

Gazette Date: 22 October 2021

Closing Date: 04 November 2021

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

Reference Number: 16922

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>
Contact Officer: Ash Grimes (02) 6201 6921 ash.grimes@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

Division of Surgery

Department of Neurosurgery

Specialist / Senior Specialist - Neurosurgeon

Specialist Band 1 - 5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 50418 - 01YME)

Gazetted: 22 October 2021

Closing Date: 2 November 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>
Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

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

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

The Division of Surgery includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Perioperative Medicine and Pain Management, Ophthalmology, Operating Theatres, Intensive Care Unit, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Capital Region Retrieval Service, specialist surgical ward areas, medical and nursing outpatient services, Pain Management Unit, Shock Trauma Service and the Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers.

The Department of Neurosurgery is a busy service supported by excellent imaging and diagnostic facilities. It manages on average 900 patient separations per annum. The Neurosurgical faculty currently consists of 4 full time staff specialists and 3 Neurosurgical Registrars (2 SET trainees and 1 non-accredited, with an 1 additional non - accredited registrar to support the team in 2022) and junior medical officers. In-patients are managed in a dedicated Neurosurgical ward (which includes a high dependency area); nursing and allied health staff are specialty trained. There are 2 full time secretaries and data management. State-of-the-art Neurosurgical equipment is available in the dedicated Neurosurgical operating room – which has an intraoperative MR Scanner.

Remuneration:

\$284,320 - \$383,585 inclusive of salary, applicable allowances and 11.5% super

Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise

About You

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

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

Position Requirements/Qualifications:

Expertise and an interest in complex spinal surgery.

Hold a current ACT driver's license.

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

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

Fellowship of the Royal Australian College of Surgeons (RACS) in Neurosurgery, or equivalent specialist qualifications. Post Fellowship training / qualifications in complex Spinal Surgery.

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

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

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Margot Green (02) 5124 3515 margot.green@act.gov.au

Finance and Business Intelligence

Health Information Services

Scanning Manager, Health Information Services

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 45691 - 01YOL)

Gazetted: 21 October 2021

Closing Date: 4 November 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 five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and the Health Information Unit.

Health Information Services (HIS) provides a range of services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

This position is responsible for managing and overseeing the scanning of records into the clinical record scanning solution. This involves managing a large team of over 30 staff across multiple shifts including morning, evening and weekends including all recruitment and human resource responsibilities. This position requires an in-depth working knowledge of all procedures related to document imaging and legislation around privacy and record management.

Management responsibilities include staff selection, rostering, training, performance management, workflow and KPI monitoring and allocation of resources to meet service delivery requirements and compliance with the organisations risk management and clinical and corporate governance.

About You

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

Confident communicator with strong liaison/negotiating skills

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.

Tertiary qualification in Health Information Management (or equivalent).

Eligibility for full membership of the Health Information Management Association of Australia.

Must hold a current Australian driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Clinical Services

Women, Youth and Children

Neonatology

Registered Nurse Level 2 - Neonatal Intensive Care Unit and/or Special Care Nursery

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 38815, several - 01YRM)

Gazetted: 25 October 2021

Closing Date: 11 November 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 Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support

Service, and NICU Growth and Development Clinic. NICU and SCN have 29 funded beds with the growth capacity of 34 beds. There are approximately 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

Relevant Post-graduate qualifications in Neonatal Nursing and a minimum of a minimum of three years full-time equivalent post registration and graduate year, working professionally in neonatology is preferred.

The successful applicant will need to be available to work a rotational shift work roster which includes morning, evening, and night duty.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Kerry Pope (02) 6142 6331 kerry.pope@act.gov.au

Medicine

Acute Haemodialysis

Registered Nurse Level 1

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 27000 - 01YOD)

Gazetted: 27 October 2021

Closing Date: 15 November 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Seven community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care.

The Haemodialysis Nurse will be required to work across the service to assist in coordinating and delivering care to patients referred to the Renal Network. This position includes participation in provision of after-hours care including the on-call roster. The position is based at the Canberra Hospital Campus in the ACT and reports to the Clinical Nurse Consultant of Canberra Community Dialysis Centre.

The Acute Haemodialysis Unit at Canberra Health Service provides inpatient treatment to patients with kidney impairment. We are looking for nurses with experience to work in this busy unit. The unit operates Monday to Saturday with on call opportunities.

The temporary contract is for immediate start to April 2022 with the possibility of extension.

ABOUT YOU

To be successful in this position, it is expected that the successful candidate will have the following attributes: Excellent interpersonal skills with a proven ability to work effectively as part of a multidisciplinary team to provide excellent care

Drive for ongoing personal and professional development

Strong organisational skills with a high degree of drive and a positive attitude

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

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

Post graduate studies relevant to the speciality field or working towards it.

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

Undergo a pre-employment Police check.

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

Notes: This is a temporary part-time position (28 hours per week) for six months with the possibility of extension. The above full-time salary will be pro-rata.

Contact Officer: Bonny Chen (02) 5124 3368 Bonny.Chen@act.gov.au

Allied Health

Acute Allied Health Services

Social Worker

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 28544 - 01YRT)

Gazetted: 25 October 2021

Closing Date: 10 November 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind.

Position Overview

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

Overview of the work area and position:

Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings:

The Acute Allied Health Services Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted to inpatient wards. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

Duties

Under limited direction of the Social Work Manager you will perform clinical social work duties at Canberra Health Services. You will:

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

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

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

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

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

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

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

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

ABOUT YOU

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Behavioural Capabilities

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Ability to perform novel, complex, critical or difficult tasks with professional supervision.

Position Requirements/Qualifications:

Relevant undergraduate or postgraduate qualification in Social Work and a minimum of three years' experience working professionally in Social Work is preferred.

Hold a current driver's licence.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Be registered under the Working for Vulnerable People Act.

Comply with Canberra Health Services 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

Note: This is a temporary position available for a period of 18 months with the possibility of extension and/or permanency.

Contact Officer: Phylo Courtis 512 42316 Phylo.Courtis@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health

Registered Nurse Level 1- Custodial Health

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 17290 - 01YQX)

Gazetted: 25 October 2021

Closing Date: 8 November 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 Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Dhulwa Mental Health Unit

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

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

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

This role will be required to work across Justice Health facilities at the Alexander Maconochie Centre and Bimberi Youth Justice Centre as well as other sites as required by the service.

ABOUT YOU

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Behavioural Capabilities

Non-Judgemental

Reliable

Kind

Position Requirements/Qualifications:

Relevant be registered (or be eligible for registration) as a Registered Nurse within the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of three years' experience working professionally in Primary Health is preferred.

Highly Desirable

Post graduate qualifications (or working towards) in relevant field.

Current Driver's licence.

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

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

Prior to commencement successful candidates will be required to:

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.

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

Contact Officer: Amanda Chase (02) 5124 2523 amanda.chase@act.gov.au

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Psychologist

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 29221, several - 01YQR)

Gazetted: 22 October 2021

Closing Date: 10 November 2021

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

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

Our **Values**: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Forensic Mental Health Services is seeking early career psychologists to provide under supervision quality mental health assessments and psychological interventions to adults and young people presenting with moderate to severe mental illness who have had, or are at risk of having, contact with the criminal justice system including community mental health consumers and detainees within the ACT's two correctional centres - the Alexander Maconochie Centre and Bimberi Youth Justice Centre. You will have the opportunity to develop your clinical skills across a range of areas with some of the most marginalised and complex clients in the ACT. Eligible applicants are supported to obtain endorsement under the Psychology Registrar program. Permanent and 12 month temporary positions are available.

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/>

Forensic Mental Health Services is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings.

The care provided is underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH – CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

Psychologists working within Mental Health services are eligible for an additional allowance in addition to the base salary for Health Professionals. For full details of employment conditions and remuneration, please refer to the Health Professionals Enterprise Agreement: <https://healthhub.act.gov.au/sites/default/files/2019-09/Health-Professional-Enterprise-Agreement-2018-2021.pdf>

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

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate effectively with complex and challenging clients

Resilience and calm in the face of conflict or uncertainty.

Curiosity

Position Requirements/Qualifications:

Mandatory:

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

Minimum one year post-qualification relevant clinical experience.

Desirable:

Experience of working in public or acute mental health services or via other services engaged with public mental health clients.

Notes:

This position may include working at the Alexander Maconochie Centre (AMC) and Bimberi YJC. Successful applicants will also be required to undergo ACTCS/BYJC vetting and security awareness training.

AMC permits smoking by detainees. Staff working on site may be exposed to intermittent secondary exposure to cigarette smoke.

Other:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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.

NOTES

There are several positions available. Some are permanent and some are temporary available for 12 months.

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

Contact Officer: Gillian Sharp (02) 5124 2785 gillian.sharp@act.gov.au

Strategy and Governance

Policy, Planning and Government Relations

Assistant Director, Assembly Liaison Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 36820 - 01YQO)

Gazetted: 22 October 2021

Closing Date: 5 November 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The division includes Policy, Planning and Government Relations, Risk, and Insurance and Legal Liaison areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community. The Assistant Director, Assembly Liaison Officer (ALO) works closely and collaboratively with the Senior Director, Policy, Planning and Government Relations, the Directorate Liaison Officer (DLO) and Executive Officers to plan and coordinate Canberra Health Services government business, Cabinet and Assembly matters including the legislation program, appointments, Question Time Briefs, presentation and debate of Bills, tabling of papers, Ministerial Statements and responses to Motions. This position reports to the Senior Director, Policy, Planning and Government Relations.

ABOUT YOU

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Behavioural Capabilities

Strong relationship management skills and experience

Effectively communicate with a wide range of stakeholders.

Flexible to accommodate change, with critical thinking and analysis.

Communicate complex matters to a wide range of audiences.

A sense of humour.

Position Requirements/Qualifications:

Desirable:

Knowledge, acquired either through formal studies or work experience in relation to Cabinet, Assembly and machinery of government processes.

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

Undergo a pre-employment National Police Check.

Contact Officer: Katherine Macpherson (02) 5124 9590 Katherine.macpherson@act.gov.au

Clinical Services

Cancer and Ambulatory Support

Nursing

Medical Oncology Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 32879, several - 01YQ0)

Gazetted: 25 October 2021

Closing Date: 8 November 2021

Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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An opportunity exists for a suitably experienced Registered Nurse to assist in supporting high quality patient outcomes in the Oncology Day Treatment Unit (DTU). The DTU is a busy unit providing day only infusions and

treatment (for oncology, immunology and other medical specialty services). The nursing staff provide quality patient care and will be trained in safe administration of chemotherapy and associated therapies. Several Registered Nurse level 1 positions are available to come and join our dynamic nursing team. Chemotherapy experience is desirable but not essential, and full chemotherapy training will be provided. Once you are fully chemotherapy trained, you will be required to work weekends/and or Public Holidays.

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team.

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

High level communication skills and the ability to critically think.

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.

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: There are several temporary positions available for a period of 12 months with the possibility of extension and/or permanency

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

Contact Officer: Liset de Koeijer (02) 5124 8457 liset.dekoeijer@act.gov.au

Women Youth and Children

Neonatal Nursing

Registered Nurse Level 1

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 25537, several - 01YRL)

Gazetted: 27 October 2021

Closing Date: 12 November 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/>

Are you looking for a change and would like to work in Special Care Nursery (SCN) and the Neonatal Intensive Care Unit (NICU) at the Centenary Hospital for Women, Youth and Children? The department of Neonatology is looking for enthusiastic, dedicated and caring staff for the 2021 Transition to Neonatal Nursing Practice Program.

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care, Special Care, ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 29 funded beds with the growth capacity of 34 beds. There are approximately 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

NICU and SCN are family integrated and developmentally care focused units with staff who work closely to achieve excellent outcomes for the neonates and families in our care. You will be well supported by a twelve month structured transition program including support by our Clinical Support Nurse and Clinical Development Nurses.

About You

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Behavioural Capabilities

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

Registered Nurse with a minimum of one years' experience working professionally in Paediatrics is preferred.

The successful applicant will need to be available rotational shift work roster which includes weekends and night duty.

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

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

Prior to commencement successful candidates will be required to:

Be available rotational shift work roster which includes weekends and night duty

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

Undergo a pre-employment National Police Check.

Notes: There are several permanent full-time (part-time will be considered) vacancies available. The full-time salary noted above will be paid pro-rata for part time positions. Financial assistance for relocation available.

Contact Officer: Kerry Pope 61426331 kerry.pope@act.gov.au

Clinical Services

Women Youth and Children

Neonatal Nursing

Registered Nurse Level 1

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 21824, several - 01YRP)

Gazetted: 25 October 2021

Closing Date: 11 November 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/>

Are you looking for a change and would like to work in Special Care Nursery (SCN) and the Neonatal Intensive Care Unit (NICU) at the Centenary Hospital for Women, Youth and Children? The department of Neonatology is looking for enthusiastic, dedicated and caring staff for the 2021 Transition to Neonatal Nursing Practice Program.

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care, Special Care, ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 29 funded beds with the growth capacity of 34 beds. There are approximately 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

NICU and SCN are family integrated and developmentally care focused units with staff who work closely to achieve excellent outcomes for the neonates and families in our care. You will be well supported by a twelve month structured transition program including support by our Clinical Support Nurse and Clinical Development Nurses.

The program supports staff to rotate between NICU and SCN over a 12 month period with the support of a structured learning program allowing staff to achieve their clinical competencies whilst caring for neonates and their families in a safe, fun and supportive environment.

ABOUT YOU

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

Behavioural Capabilities

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

Registered Nurse with a minimum of one years' experience working professionally in Paediatrics is preferred.

The successful applicant will need to be available rotational shift work roster which includes weekends and night duty.

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

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

Prior to commencement successful candidates will be required to:

Be available rotational shift work roster which includes weekends and night duty

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

Undergo a pre-employment National Police Check.

Note: There are several permanent full-time (part-time will be considered) vacancies available. Financial assistance for relocation available.

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

Contact Officer: Lori Grlj (02) 6142 6352 lori.grlj@act.gov.au

Allied Health

Acute Allied Health Services

Social Worker

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: C11657, several - 01YRN)

Gazetted: 22 October 2021

Closing Date: 9 November 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/>

Overview of the work area and position:

Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings:

The Acute Allied Health Services Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The

Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

About You

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Behavioural Capabilities

Good organisational skills with a high degree of drive.

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

Effective communication and interpersonal skills.

Ability to perform novel, complex, critical or difficult tasks with professional supervision.

Position Requirements/Qualifications:

Relevant undergraduate or postgraduate qualification in Social Work and a minimum of three years' experience working professionally in Social Work is preferred.

Hold a current driver's licence.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Be registered under the Working for Vulnerable People Act.

Comply with Canberra Health Services 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

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

Contact Officer: Patrice Higgins 512 42316 Patrice.Higgins@act.gov.au

Acute Allied Health Service

Nutrition Department

Dietitian

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 23723, several - 01YQH)

Gazetted: 22 October 2021

Closing Date: 5 November 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

Services include:

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

Under supervision of the Senior Dietitian, you will provide clinical dietetic services across the Canberra Health Service and contribute to service improvement and quality improvement/quality assurance activities of the department.

There are two permanent positions available one is based at University of Canberra Hospital and one is based at Canberra Hospital. An order of merit will be established from this selection process and may be used to fill future identical vacancies (permanent, temporary, or casual) over the next 12 months.

This role is required to participate in an after-hours roster, including potential for weekend and public holiday work.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Flexible and adaptive approach to work

Strong interpersonal skills and confidence with communicating across a range of stakeholders.

Position Requirements/Qualifications:

Mandatory:

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics.

Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.

Be registered under the Working for Vulnerable People Act.

Hold a current Driver's Licence.

Other:

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

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

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

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Andrew Slattery (02) 5124 2544 andrew.slattery@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Services

Clinical Lead

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 49114 - 01YQN)

Gazetted: 22 October 2021

Closing Date: 29 October 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind.

Position Overview

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

We partner with our health care consumers, their family, carers, government and community organisations to ensure that they receive the best possible care during their treatment and recovery.

All care that we provide is driven by our values of being kind, reliable, respectful and progressive. We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures the rights and dignity of people are promoted and protected.

The Adult Mental Health Day Service (AMHDS) is a specialist team within MHJHADS that delivers effective evidence-based and recovery-focused interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including several group-based interventions and other specialist services that target people who are living in the community and who are experiencing moderate to severe mental health conditions. The team aims to provide collaborative care involving the person, their families/carers and community support services.

The AMHDS Clinical Lead plays a vital role in evaluating and improving the quality of the therapeutic interventions provided at the AMHDS, including the Dialectical Behavioural Therapy program. In collaboration with staff and the Allied Health Manager the Clinical Lead plays a central role in the DBT consult and the development of the AMHDS quarterly rehabilitation program. The Clinical Lead also provides supervision, leadership and professional development to the AMHDS staff and supports the clinical and operational governance of the team.

The AMHDS is located at the University of Canberra Hospital.

About You

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Behavioural Capabilities

Ability to guide team members in a collaborative and influential manner.

Ability to synthesise and analyse complex clinical information and make decisions.

Display critical thinking skills and form defensible conclusions based on evidence and sound judgment.

Position Requirements/Qualifications:

Relevant tertiary qualifications or equivalent in occupational therapy, psychology or social work and a minimum of three - five years post-qualification experience in a relevant clinical area and of supervising staff is preferred.

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

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

Hold a current driver's licence.

For Occupational Therapy:

Be registered or eligible for registration with Occupational Therapy Board of Australia

Be eligible for professional membership of Occupational Therapy Australia

Have a minimum of three years (ideal five years) experience post qualification.

For Psychology:

Be registered or eligible for general registration with Psychology Board of Australia

Have a minimum of three years (ideal five years) experience post qualification.

Be approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 5+1 interns and/or Higher Degree Students

For Social Work:

Degree in Social Work,

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

Be registered under the Working with Vulnerable People Act 2011 (ACT),

Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Prior to commencement successful candidates will be required to:

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

Comply with CHS occupational screening requirements related to immunisation.

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of 13 months.

Contact Officer: Bronwyn Thomson (02) 5124 0150 bronwyn.thomson@act.gov.au

Mental, Justice, Alcohol and Drug Services

Forensic Mental Health Services

Registered Nurse - Custodial Mental Health

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 29449, several - 01YQI)

Gazetted: 22 October 2021

Closing Date: 10 November 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is and underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

ACT Forensic Mental Health Services is seeking enthusiastic mental health nurses to join our Custodial Mental Health service providing mental health services to detainees and young people in the ACT's two correctional centres. Custodial Mental Health offers a fast-paced, challenging, and unique role working with some of our most vulnerable and marginalised mental health clients. Permanent and temporary positions available.

This position is based at the AMC and Bimberi within a 7-day acute mental health service that operates between 08:30 and 18:00 hrs daily. Shifts include 08:30 to 17:00 or 10:30 to 19:00 hours. 4-7 weeks annual leave depending on roster. Weekends and public holidays attract penalty rates. Custodial and laundry allowance applies. Eligible applicants may also apply for post-graduate qualification allowance. (Please refer to the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019 for a full account of employment conditions).

The AMC allows smoking by detainees and as such staff may be exposed to intermittent secondary smoke in the line of their work.

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

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate effectively and compassionately with complex clients

Resilience and calm in the face of conflict or uncertainty.

Position Requirements/Qualifications:

Mandatory:

Be registered or eligible for general registration with the Nursing and Midwifery Board of Australia under AHPRA.

Minimum 1-year post-qualification relevant clinical experience

Desirable:

Experience of working in an acute inpatient or community mental health service.

Other:

The successful applicant will need to be available for weekend shifts and limited shift work between 0830hrs and 1900hrs.

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: There is one permanent full-time and one temporary full-time position for 12 months available.

Contact Officer: Leigh Thompson (02) 5124 4677 leigh.thompson@act.gov.au

Chief Operating Officer Clinical Services

Cancer and Ambulatory Services

Clinical Trial Co-ordinator

Research Officer Grade 2 \$74,237 - \$80,381, Canberra (PN: 54084 - 01YG1)

Gazetted: 21 October 2021

Closing Date: 4 November 2021

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

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

Our **Values:** Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>
The Radiation Oncology Department is located at the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients.

The Clinical Trial Co-ordinator provides key support to and coordination of clinical research projects undertaken by the Radiation Oncology Clinical Trial Unit at Canberra Hospital. The projects will vary with collaboration Trans Tasman Radiation Oncology Group (TROG) studies, pharmaceutical and Radiation Oncology investigator lead studies in Phase 1, 2 and 3 trials in the fields of oncology. The main responsibilities of the Clinical Trial Coordinator will be to act as a supporting person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics approvals, and contractual and regulatory management and collaboration with other clinical trial staff. He/She will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice thereby allowing the engagement of future clinical trials. His/her work is under the general direction of the Research Director of Radiation Oncology Clinical Trials and Radiation Oncologists.

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

Behavioural Capabilities

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement, Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs, Strong organisational skills with a strong work ethic.

Position Requirements/Qualifications:

Relevant health professional qualifications, or Bachelor of medical science and experience working professionally in Academic knowledge or practical experience of clinical trials coordination is preferred.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

NOTES

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

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

Contact Officer: Amy Shorthouse (02) 5124 8444 Amy.shorthouse@act.gov.au

Clinical Services

Medicine

Gastroenterology and Hepatology Unit

National Bowel Screening Cancer Screening/ Polyp Surveillance Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 16795 - 01Y00)

Gazetted: 21 October 2021

Closing Date: 4 November 2021

Our Vision: creating exceptional health care together

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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 Gastroenterology and Hepatology Unit (GEHU) located at the Canberra Hospital specialises in the care and support of patients with gastrointestinal conditions. The GEHU provides a range of gastroenterological interventional and diagnostic services including, but not limited to, gastroscopy, colonoscopy, bronchoscopy, endoscopic retrograde cholangiopancreatogram, endoscopic ultrasounds, and an Anorectal manometry service. The outpatient clinics includes the inflammatory bowel disease service, liver disease service and bowel cancer screening.

The National Bowel Cancer screening and Polyp Surveillance nurse is responsible for achieving the goals and objectives of the Bowel Cancer Screening Service at the Canberra Hospital. The goal of the Bowel Cancer Screening service is to reduce the morbidity and mortality associated with bowel cancer through the provision of high quality, cost effective and accessible population screening for bowel cancer using faecal occult blood tests followed by referral to further clinical services, as appropriate.

The National Bowel Cancer screening and Polyp surveillance nurse is also responsible for the polyp screening program to ensure appropriate surveillance and time intervals occur between colonoscopies as per the National Health and Medical Research Committee (NHMRC) guidelines. This includes development, collection and reporting of the polyp surveillance.

ABOUT YOU

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

Behavioural Capabilities

Strong clinical assessment skills and decision-making ability in gastroenterology

Ability to provide clinical leadership to outpatient areas

Adaptable and flexible to accommodate change and provide responsive services to meet required timelines.

Position Requirements/Qualifications:

Registered or is eligible for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia and any other registration required by the specific field.

A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, or

A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant 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:

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.

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

Contact Officer: Sharon Chambers (02) 5124 3488 sharon.chambers@act.gov.au

Finance and Business Intelligence

Health Information Services

Scanning Manager, Health Information Services

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 45691 - 01YON)

Gazetted: 21 October 2021

Closing Date: 4 November 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind.

Position Description

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

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

Health Information Services (HIS) provides a range of services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

This position is responsible for managing and overseeing the scanning of records into the clinical record scanning solution. This involves managing a large team of over 30 staff across multiple shifts including morning, evening and weekends including all recruitment and human resource responsibilities. This position requires an in-depth working knowledge of all procedures related to document imaging and legislation around privacy and record management.

Management responsibilities include staff selection, rostering, training, performance management, workflow and KPI monitoring and allocation of resources to meet service delivery requirements and compliance with the organisations risk management and clinical and corporate governance.

About You

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

Confident communicator with strong liaison/negotiating skills

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.

Tertiary qualification in Health Information Management (or equivalent) is highly desirable.

Eligibility for full membership of the Health Information Management Association of Australia.

Previous experience in leading multiple teams within a health information service

Current Australian driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Melissa Warylo (02) 512 43663 melissa.warylo@act.gov.au

Chief Operating Officer Clinical Services

Surgery

Surgical Services

Pre-admission Clinic Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22435, several - 01Y09)

Gazetted: 22 October 2021

Closing Date: 10 November 2021

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

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

Our **Values**: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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ABOUT YOU

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Behavioural Capabilities

Flexibility and Initiative to be able to work effectively within a multidisciplinary team to meet patient's needs.

Strong analytical and problem-solving skills

Organisational skills with a high degree of motivation

High level communication skills with a focus on providing good customer service to people who access the service

Position Requirements/Qualifications:

Relevant Tertiary Nursing qualifications and a minimum of 3 years' experience working professionally in an acute surgical setting is preferred.

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

The successful applicant works Monday-Friday excluding public holidays
Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Reference checks with two professional referees

NOTES

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

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

Contact Officer: Nicole Larkin (02) 5124 2601 nicole.larkin@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Nutrition

Nutrition Allied Health Assistant

Allied Health Assistant 2 (Qualified) \$55,730 - \$62,047 (up to \$63,894 depending on qualification level), Canberra (PN: 27098, several - 01YQ6)

Gazetted: 26 October 2021

Closing Date: 12 November 2021

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

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

Our **Values**: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: reliability, progressive, respectful, kind.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of Canberra Health Services' network of health facilities designed to meet the needs of our ageing and growing population.

Community Care Nutrition services are offered from community health centres and in patient homes across the ACT. The team provides nutrition assessment and intervention for a wide range of complex and chronic medical conditions including: enteral nutrition; chronic renal failure; weight management; gastrointestinal disorders; malnutrition; and wound healing. Community Care Nutrition provides services for National Disability Insurance Scheme participants. As a service, we pride ourselves on our continual drive for high quality patient care.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills and ability to work independently with a high degree of initiative

Adaptability and flexibility to accommodate change

Strong interpersonal skills and confidence communicating across a range of media

Position Requirements/Qualifications:

Certificate IV in Allied Health Assistance (Nutrition) or tertiary qualifications in Nutrition

Hold a current Driver Licence

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

NOTES

This is a temporary part-time position available for six months with the possibility of extension at 29:04 hours per week and the full-time salary noted above will be paid pro-rata. An order of merit list may be established from this process to fill identical vacancies at level over the next 12 months.

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

Contact Officer: Kate O'Brien (02) 5124 1479 kate.o'brien@act.gov.au

Medical Services

Pathology

Haematology

Senior Scientist Haematology - Analysers

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 21262 - 01YML)

Gazetted: 27 October 2021

Closing Date: 15 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Transfusion, Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology and Morphology on patients with a wide range of co-morbidities.

Under broad direction from the Laboratory Manager / Chief Scientist, you will play a key role in day to day supervision, performing complex testing, instrument trouble shooting, KPI monitoring, quality control monitoring, managing resources, maintaining manuals and training programs for staff in the analyser area of the laboratories at Canberra and Calvary Hospitals.

There is a requirement to work out of hours including on-call, occasional nights, weekends and public holidays.

ABOUT YOU

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Behavioural Capabilities

High level evaluation and analysis skills.
Strong written and oral communication skills.
Ability to work as an individual and as part of a team.

Qualifications:

Relevant tertiary qualification in Medical Science, Pathology and a minimum of five years' experience working professionally in Haematology and transfusion is preferred.

Position Requirements

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

The successful applicant will need to be available for after-hours work, including on-call, occasional nights, weekends and public holidays.

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

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Jovanco Naumovski (02) 5124 2828 jovanco.naumovski@act.gov.au

Clinical Services

Division of Women Youth and Children

Paediatrics

Project Lead- Paediatric Services Review

Senior Officer Grade A \$153,041, Canberra (PN: 53719 - 01YS4)

Gazetted: 27 October 2021

Closing Date: 10 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 paediatric department sits within the Division of Women Youth and Children, Canberra Health Services and operates 24 hours, seven days a week, offering a wide range of clinical services for children and young people in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of cardiac disease.

The Project Lead will oversee the implementation, and on-going monitoring of the recently commissioned Paediatric Service and Organisational review. Working in partnership with the Paediatric Department leadership team, under direction from the Executive Director, you will play a key role in ensuring key recommendations are delivered in consultation with all relevant stakeholders.

ABOUT YOU

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Behavioural Capabilities

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

Think strategically / aware and responsive to political signals and pressures

Leadership, negotiation, and motivation.

Work across boundaries with flexibility to changing demands and priorities

Pragmatic and practical, hands-on approach to achieving project timelines

Position Requirements/Qualifications:

Mandatory:

Experience in a busy clinical operations or change management role.

Highly desirable:

Tertiary qualifications or equivalent in a health-related field and/or management.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note: This is a temporary position available for a period of three years.

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

Contact Officer: Boon Lim (02) 5124 7389 boon.lim@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Day Service

Senior Health Professional

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 40170 - 01YU5)

Gazetted: 27 October 2021

Closing Date: 15 November 2021

Our Vision: creating exceptional health care together

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Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 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.

We partner with our health care consumers, their family, carers, government and community organisations to ensure that they receive the best possible care during their treatment and recovery.

All care that we provide is driven by our values of being kind, reliable, respectful and progressive. We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures the rights and dignity of people are promoted and protected.

The Adult Mental Health Day Service (AMHDS) is a specialist team within MHJHADS that delivers effective evidence-based and recovery-focussed interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including several group-based interventions and other specialist services that target people who are living in the community and who are experiencing moderate to severe mental health conditions. The team aims to provide collaborative care involving the person, their families/carers and community support services.

As an AMHDS senior health professional you will use your expertise in the theoretical and practical application of a range of specialist therapeutic group interventions to promote recovery in individuals with moderate to severe mental illness. You will deliver discipline-specific evidence-based group interventions to promote wellbeing and meaningful occupation, as well as use your skills and knowledge in Dialectical Behaviour Therapy (DBT) to provide leadership and delivery of the DBT program, including individual therapy and DBT skills group.

The AMHDS is located at the University of Canberra Hospital.

ABOUT YOU

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Behavioural Capabilities

Ability to manage confidential and sensitive information.

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

High-level interpersonal, communication and team building skills appropriate to work in a multidisciplinary clinical environment.

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.

Position Requirements/Qualifications:

For Occupational Therapy:

Be registered or eligible for registration with Occupational Therapy Board of Australia

Be eligible for professional membership of Occupational Therapy Australia

Have a minimum of 3 years (ideal 5 years) experience post qualification.

For Social Work:

Degree in Social Work,

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

Be registered under the Working with Vulnerable People Act 2011 (ACT),

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

For Psychology:

Be registered or eligible for general registration with Psychology Board of Australia

Have a minimum of 3 years (ideal 5 years) experience post qualification.

Highly Desirable:

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

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

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

Contact Officer: Bronwyn Thomson (02) 5124 0150 bronwyne.thomson@act.gov.au

Clinical Services

Medicine

Cardiac Sonographer

Medical Imaging Level 4 \$123,074 (Up to 132,479 for positions designated in clause 20.1 of the EA), Canberra (PN: 32443 - 01YS8)

Gazetted: 27 October 2021

Closing Date: 10 November 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Cardiology department is a busy environment which services inpatients and outpatients for numerous cardiac procedures. An exciting opportunity exists for an experienced senior cardiac sonographer to become a part of a busy team. This position requires a high level of subject matter expertise and the ability to work autonomously to provide complex and critical echocardiographic service delivery. The role includes the development and provision of education and training for staff and students and requires participation in and contribution to continual professional development of the Cardiac Sonographer group.

About You

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Behavioural Capabilities

Strong organisation and communication skills.

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

Position Requirements/Qualifications:

Mandatory:

Bachelor of Science Applied science.

Graduate Diploma in Medical Ultrasound (Cardiac).

Accreditation with the Australasian Sonographer Accreditation Registry (ASAR).

Be registered under the Working for Vulnerable People Act 2011.

Desirable

Minimum of five years post-qualification experience

Be eligible for memberships with Professionals in Cardiac Science Australia (PiCSA) and the Australian Council for Clinical Physiologists (ACCP).

Other:

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

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

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Leah Giles 51242692 leah.giles@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Program

Podiatrist

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 39943, several - 01YT0)

Gazetted: 27 October 2021

Closing Date: 15 November 2021

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

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

Our **Values**: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/>

Podiatry services are provided under the Division of Rehabilitation, Aged and Community Services (RACS) and the Division of Medicine. All Podiatrists within Canberra Health Services have strong peer support and supervision structures. We pride ourselves on our continual drive to deliver exceptional patient care. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

RACS, Community Care Podiatry services are offered from community health centres within the ACT, and the University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research. The hospital is located on the grounds of the University of Canberra and it is the ACT's first sub-acute rehabilitation hospital. UCH is part of Canberra Health Service's network of health facilities designed to meet the needs of our ageing and growing population.

In this role you will be part of a friendly and engaging interprofessional program where the Podiatrist is responsible for the provision of high-quality clinical assessment and intervention in a range of settings. This involves, promoting positive patient outcomes through the provision of exceptional clinical services, networking, and health promotion activities in and across designated areas or units under the direction of the Podiatry Manager. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

Division of Medicine, High Risk Podiatry services are offered from The Canberra Hospital to inpatients and outpatients experiencing acute foot complications. The Podiatrist in this role is an integral member of the Interdisciplinary high risk foot service collaborating with Endocrinologists, Diabetes Nurse Educators, Diabetes Dietitians, Vascular Surgeons, Infectious Disease Specialists, Tissue Viability Nurses, Community Nurses and Orthotists to provide a team approach to care for people with complex foot conditions under the direction of the Senior Podiatrist.

Podiatrists within Canberra Health Services work collaboratively. Recruitment may be sought within RACS, Community Care Podiatry or the Division of Medicine, High Risk Podiatry Service subject to availability.

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 and ability to work independently with a high degree of drive

Adaptability and flexibility to accommodate change

Strong interpersonal skills and confidence communicating across a range of media

Ability to work within an interdisciplinary team environment

Position Requirements/Qualifications:

Tertiary qualifications in Podiatry

Be registered with the Podiatry Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA).

Current Driver's Licence

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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.

NOTES

There are several full-time permanent and temporary positions available. An order of merit list may be established from this process to fill identical vacancies at level over the next 12 months. Selection may be based on application and referee report only.

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

Contact Officer: Amanda McLean 0151 241 229 Amanda.mclean@act.gov.au

Chief Operating Officer

Chief Operating Officer Clinical Services

Business Manager

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 28470 - 01YST)

Gazetted: 27 October 2021

Closing Date: 9 November 2021

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

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

Our **Values**: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

The Office of the Chief Operating Officer (COO) is responsible for leading the delivery of a comprehensive range of health services for the ACT and surrounding district. It balances the coordination of day to day operations while leading strategic development initiatives required for long term success.

Reporting to the COO, the Business Manager is responsible for co-ordinating, driving and delivering work to support the Office of the COO. The position will work closely with a range of stakeholders and provide high level support to the COO. To be successful, you will be a consummate professional, be confident with a high workload, be adaptable and responsive, be able to quickly acquire knowledge and understanding of situations and subject matter and cultivate productive working relationships with a range of stakeholders

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

- An expert communicator, adept at cultivating productive working relationships with a range of stakeholders.
- Risk aware, pragmatic and process improvement driven.
- Strong organisational skills with a high degree of initiative and drive.
- Ability to be agile, flexible and respond to meet changing operational priorities.

Position Requirements/Qualifications:

- Relevant public sector management qualifications or experience working in the health sector is desirable.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Cathie O'Neill (02) 5124 2147 cathie.o'Neill@act.gov.au

**Chief Operating Officer Clinical Services
Child and Adolescent Mental Health
CAMHS Acute Services
Youth Worker**

Allied Health Assistant 3 \$68,065 - \$71,405 (up to \$75,539 depending on qualification level), Canberra (PN: 49492 - 01YPU)

Gazetted: 27 October 2021

Closing Date: 15 November 2021

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

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

Our **Values**: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

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

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

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

ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

ABOUT YOU

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

Behavioural Capabilities

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

Commitment to achieving positive outcomes for young people and their families and carers.

Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

Position Requirements/Qualifications:

Minimum Certificate IV in Youth Work (or equivalent qualification) plus relevant experience.

A current driver's licence.

The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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.

NOTES

This is a temporary position available for 11 months.

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

Contact Officer: Melina Tsembis (02) 5124 1880 melina.tsembis@act.gov.au

Chief Operating Officer Clinical Services

Women, Youth and Children

Neonatal Care Coordinator

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 41652 - 01YQJ)

Gazetted: 25 October 2021

Closing Date: 11 November 2021

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

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

Our **Values**: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment. As the Neonatal Care Coordinator you will lead and manage the coordination and discharge of neonates with complex care needs and their families in the Department of Neonatology. In the role you will be pivotal in supporting families through the journey from antenatal care to discharge while supporting staff to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey.

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

Relevant: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of three years' experience working professionally in either Neonatology or a child health related field is preferred.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Kerry Pope (02) 6142 6331 Kerry.Pope@act.gov.au

Rehabilitation, Aged and Community Services

Brindabella Outpatients Services

Brindabella Outpatients Services

Administration Services Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 29738 - 01YSL)

Gazetted: 26 October 2021

Closing Date: 2 November 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 Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the University of Canberra Hospital.

Working across multiple sites the RACS Administration team is responsible for effective and efficient delivery of administrative support to both internal and external clients to support the delivery of high-quality customer service and patient care.

About You

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

Behavioural Capabilities

Good interpersonal skills and passionate about high quality customer service.

Strong organisational skills with a strong work ethic.

Able to work in a collaborative manner as part of a multi-disciplinary team.

Position Requirements/Qualifications:

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Simon Anderson 51248303 simon.r.anderson@act.gov.au

Chief Operating Officer Clinical Services

Cancer and Ambulatory Services

Ambulatory Care

Central Health Intake Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 44429 - 01YTD)

Gazetted: 27 October 2021

Closing Date: 10 November 2021

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

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

Our **Values:** Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/> CHS Central Health Intake is responsible for the intake, assessment and referral of consumers wishing to access ACT Health community-based services and specialist outpatient services at the Canberra Hospital. Central Health Intake currently incorporates both Community Health Intake, and the Central Outpatient's Booking's Service. The two services are co-located under a single management structure of Central Health Intake.

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

Capacity to manage competing priorities and services with a high degree of autonomy in a busy call centre environment.

Excellent communication skills between stakeholders and team members.

Strong leadership and mentoring skills.

Position Requirements/Qualifications:

Must have Australian Health Practitioner Regulation Agency (AHPRA) Registration.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Rebecca Millar (02) 6207 4708 Rebecca.millar@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Forensic Mental Health Services

Mental Health Court Liaison Clinician

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 36227 - 01YSR)

Gazetted: 26 October 2021

Closing Date: 12 November 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Forensic Mental Health Services is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is and underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:
Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)
FMHS Mental Health Court Assessment and Liaison Service (MHCALS)
FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)
CMH – Adult at the Alexander Maconochie Centre (CMH – A)

This position is based at the ACT Law Courts and Forensic Mental Health Services office at 1 Moore St. MHCALS operates Monday to Friday between 08:00 and 16:30 hrs. Custodial and laundry allowance applies. Eligible applicants may also apply for post-graduate qualification allowance. (Please refer to the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019 for a full account of employment conditions).

Forensic Mental Health Services is seeking a motivated and independent senior mental health nurse to provide acute mental health triage and general mental health reports to the ACT Law Courts as part of the Mental Health Court Assessment and Liaison Service. This position operates within our Community Forensic Mental Health Services and is well supported by a multidisciplinary team of senior mental health clinicians. Excellent written and verbal communication and proven clinical skills in mental health triage and risk assessment is essential to this role, as is the ability to work independently under minimal supervision. This position is full time and available on a permanent basis. Part-time applications will be considered.

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

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate clinical concepts with influence and sensitivity.

Strong organisational skills with a high degree of drive.

Position Requirements/Qualifications:

Mandatory:

Be registered or eligible for general registration with the Nursing and Midwifery Board of Australia under AHPRA.

Minimum 3-year (preferably 5 years) post-qualification experience

Desirable:

Experience of working in mental health triage or community mental health.

Other:

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

Contact Officer: Gillian Sharp (02) 5124 2785 gillian.sharp@act.gov.au

Division of Surgery

Canberra Health Services

Operations Manager, Division of Surgery

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52390 - 01YTE)

Gazetted: 26 October 2021

Closing Date: 3 November 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The Division of Surgery is responsible for delivering inpatient and outpatient surgical services to the community within the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Intensive Care Unit, Capital Region Retrieval Service, ACT Trauma Service, specialist surgical ward areas, medical and nursing outpatient services, and the Trauma and Orthopaedic Research Unit.

Reporting to the Director of Business Operations, the Business Manager/s will provide support to the surgical Unit Directors in the delivery of all operational functions within their relevant specialties. This includes overseeing administrative functions within the department, ensuring key performance targets are met and standard operating procedures are adhered to. The Business Manager will be responsible for ensuring that the appropriate data is available, analysed and presented to support business decision making, forging the gap between financial and business management. The role will provide an increased focus on the delivery of streamlined, efficient services which are managed and benchmarked nationally. These roles will lead project management, new models of care and organisational change and on the development of services going forward.

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: High level communications skills, with demonstrated capability to effectively communicate with senior executive staff across the organisation and external stakeholders.

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change.

Position Requirements/Qualifications:

Relevant qualifications in public sector management and/or relevant public sector experience is highly desirable. Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.

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

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

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for six months with the possibility of extension. Successful applicant may be selected based on written application and referee report only.

Contact Officer: Margot Green (02) 5124 7061 Margot.Green@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Forensic Mental Health Services

Senior Social Worker - Custodial Mental Health

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 25987 - 01YSK)

Gazetted: 26 October 2021

Closing Date: 12 November 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

Forensic Mental Health Services is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH – CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

Forensic Mental Health Services is seeking an enthusiastic and independent Senior Social Worker to join our Custodial Mental Health team providing mental health assessment and care to detainees and young people experiencing moderate to severe mental illness in the ACT's two correctional centres. Forensic Mental Health Services is a dynamic multidisciplinary team providing mental health care to Canberra's most marginalised community. This position is available on a temporary basis for 12 months with the possibility of extension.

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

Adaptability and flexibility to accommodate change and respond to novel situations

Ability to communicate effectively and compassionately with complex clients

Resilience and calm in the face of conflict or uncertainty

Leadership qualities to be a role model to junior staff members

Position Requirements/Qualifications:

Mandatory:

Degree in Social Work.

Minimum 3 years post-qualification work experience.

Eligibility for membership of the Australian Association of Social Workers.

Registration or eligibility for registration *under the Working with Vulnerable People Act 2011*.

Desirable:

Prior experience in the area of public mental health, and/or a correctional setting

Knowledge and experience in facilitating and negotiating support under the NDIS.

Current driver's licence

Other:

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

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

For full details of employment conditions and remuneration, please refer to the Health Professionals Enterprise Agreement: <https://healthhub.act.gov.au/sites/default/files/2019-09/Health-Professional-Enterprise-Agreement-2018-2021.pdf>

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

Contact Officer: Leigh Thompson (02) 5124 4677 leigh.thompson@act.gov.au

Acute Allied Health Services

Physiotherapy

Allied Health Assistant - Move It Program

Allied Health Assistant 3 \$68,065 - \$71,405 (up to \$75,539 depending on qualification level), Canberra (PN: 21110 - 01YUG)

Gazetted: 26 October 2021

Closing Date: 9 November 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/> Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. The AAHS Move It position sits within the AAHS Physiotherapy service in oncology. The Allied Health Assistant will contribute to the cross disciplinary care of patients by implementing the "Move It" Program in the acute care setting under the supervision of an allied health professional. The program will contribute to patient care by providing tasks that support mobility and functional independence and will require daily interaction with members of the multidisciplinary team including nursing, physiotherapy, exercise physiology, and occupational therapy.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal professional development opportunities.

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

Good organisational skills with a high degree of drive with capacity to work with moderately complex issues and problem solve.

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

Effective communication and interpersonal skills that support a whole of person approach.

Ability to follow instruction and seek advice when required.

Position Requirements/Qualifications:

Mandatory

Certificate IV in Allied Health Assistance (or equivalent) or a relevant Diploma level qualification.

Be registered with under the Working for Vulnerable People Act.

Desirable

Previous work experience in an acute health setting.

Other

The successful applicant will need to be available for occasional weekend work with access to flexible day off each roster period.

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

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

Prior to commencement successful candidates will be required to:

You will be required to participate in an overtime roster.

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for 11.5 months with possibility of extension and permanency.

Contact Officer: Katherine Goodsell 5124 2154 Katherine.Goodsell@act.gov.au

Mental Health, Justice Services, Alcohol and Drug Services

Justice Health

Custodial Health

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 14266 - 01YQV)

Gazetted: 26 October 2021

Closing Date: 9 November 2021

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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Mental Health, Justice Services, Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Dhulwa Mental Health Unit

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

About You

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Behavioural Capabilities

Non Judgemental.

Reliable.

Kind.

Position Requirements/Qualifications:

Relevant be registered (or be eligible for registration) as a Registered Nurse within the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of three years' experience working professionally in Primary Health is preferred.

Highly Desirable

Post graduate qualifications (or working towards) in relevant field.

Current Driver's licence.

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Amanda Chase 51242523 Amanda.Chase@act.gov.au

Chief Operating Officer Clinical Services

Medicine

Clinical Nurse Consultant

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 12129 - 01YQ1)

Gazetted: 25 October 2021

Closing Date: 11 November 2021

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

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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 primary role of the Heart function Clinic in the Cardiology Department is to provide patients with nursing care and service to advocate and streamline for timely and accurate diagnosis, treatment, and therapies for patients with a diagnosis of heart failure. This is an acute service for patients who have recently been admitted to hospital with an acute heart failure admission. The main role of the advanced practice nurse in this service is to provide support to patients with heart failure in the inpatient and outpatient setting. The registered nurse will require advanced clinical skills, have complex decision-making skills, and require clinical competencies to deliver advanced nursing practice for individuals. Experience in managing systems of clinical governance, leading quality improvement and participating in research; and the capacity to represent the service throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting position within an innovative service that will require someone with the ability to be flexible and manage change within the service.

ABOUT YOU

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Behavioural Capabilities

Advanced knowledge of cardiovascular disease and anatomy

Strong organisational and leadership skills with 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:

Certification relating to relevant cardiovascular nursing speciality, or equivalent.

Relevant:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Michelle Lander (02) 5124 7216 Michelle.Lander@act.gov.au

Chief Operating Officer Clinical Services

Women, Youth and Children

Paediatric Day Stay and Outpatients

Paediatric Palliative Care

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 38041 - 01YRJ)

Gazetted: 25 October 2021

Closing Date: 11 November 2021

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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Paediatrics at the Centenary Hospital for Women and Children provides holistic, evidence-based quality health care and advocacy for all children and adolescents up to their 16th birthday in the ACT and surrounding areas. The service is child and family centred, as we understand that the family is central to the successful delivery of health care.

As the Paediatric Palliative Care Nurse, you will provide expert clinical care and lead the coordination of palliative care for children and young people with life-limiting conditions, in the ACT. You will work in collaboration with stakeholders from the Centenary Hospital for Women and Children, Canberra Hospital Palliative Care team, Clare Holland House Hospice and Home Based Palliative Care Service, Sydney Children's Hospital Network and other key community services to ensure seamless transfer for care and support.

ABOUT YOU

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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 Post-graduate qualifications in Palliative Care and/or Paediatrics Post-graduate qualifications in Palliative Care and/or Paediatrics (desirable)

Be registered or be 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](#).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

NOTES

This is a temporary position available for four months with the possibility of extension.

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

Contact Officer: Sarah Reeves (02) 6142 6201 Sarah.Reeves@act.gov.au

Clinical Services

Mental Health Justice Health Alcohol and Drug Services

Mental Health Service for people with Intellectual Disability

Health Professional Level 3

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 22131 - 01YSN)

Gazetted: 26 October 2021

Closing Date: 9 November 2021

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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) is a contemporary evidence-based division providing high quality mental health care that is guided by principles of Recovery. Mental Health Service for People with Intellectual Disability (MHS-ID) is a specialist team within MHJHADS that provides comprehensive assessment and psychiatric services to consumers with an intellectual disability and a mental illness. The team aims to provide collaborative care involving the person, their families/carers and community support services. The position involves consultation, liaison, support, education and training to agencies, carers and families. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. MHS-ID is located at the Gungahlin Community Health Centre.

ABOUT YOU

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Behavioural Capabilities

Demonstrated leadership qualities in managing and positively influencing teams, processes and practice improvement in a human services environment.

Higher level communication skills and the ability to develop and maintain networks across CHS and with external parties.

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

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

Position Requirements/Qualifications:

Mandatory for all disciplines:

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 3 years' post-qualification experience working professionally in respective field, 5+ years' post qualification experience is preferred.

A current Driver's Licence.

Occupational Therapists must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.

Psychologists must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).

Highly Desirable for Psychology:

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

Mental Health Psychologist Allowance: *Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist Allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.*

Social workers must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the *ACT Working with Vulnerable People Act 2011*.

Highly desirable for all disciplines:

Experience working with people with intellectual disability and a mental illness

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

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

Prior to commencement successful candidates will be required to:

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

Undergo reference checks.

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.

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

Contact Officer: Janelle Walker (02) 5124 1144 janelle.walker@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

CIT Education and Training Services

CIT Education Services

Education Services Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 55863)

Gazetted: 22 October 2021

Closing Date: 5 November 2021

Details: An opportunity at ASO4 level is available in Education Services for 12 months with the possibility of permanency.

The tasks may include one or more of the following functions:

Issuing academic paperwork and competency cards and related recordkeeping.

Entering program information on Banner, maintaining information for the CIT Intranet and public website.

Assisting teachers and subject matter experts in creating eLearn subjects.

Providing administrative support to Education Services teachers conducting assessment validations, and quality assurance and compliance activities

You will need to demonstrate high-level customer service to CIT teachers and students, the ability to work under pressure and to meet deadlines. You will also need to be able to quickly learn and apply procedures relating to the functions.

The position is located in Awards and Programs at CIT Bruce. Work from home arrangements may be negotiated for part of the week according to operational demands.

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

Notes: This is a temporary position available for a period of 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to Apply: Please submit a one-page pitch showing how and why you are best placed to meet the requirements, along with a detailed curriculum vitae (max 4 pages) and the names and contact details of two referees (one should be a current/recent supervisor/manager).

Please contact Matt Ryan on 6207 4870 or matthewc.ryan@cit.edu.au for further information.

Applications should be submitted via the Apply Now button below.

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

Chief Minister, Treasury and Economic Development

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

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

Shared Services and Property

Executive Branch Manager, ACT Property Group

Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E279)

Gazetted: 27 October 2021

Closing Date: 12 November 2021

Details: The Chief Minister, Treasury Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes. ACT Property Group (ACTPG), which is a Branch of CMTEDD, is responsible for delivering property management services on behalf of the ACT Government.

What you will do?

As Executive Branch Manager ACTPG and a member of the Shared Services and Property leadership team, you will head the Branch which delivers:

- strategic asset management,
- strategic property policy;
- strategic accommodation and planning;
- property upgrades and maintenance services (reactive and planned);
- managing existing government and non-government tenancies;
- managing and maintaining over 240 community, government/commercial, residential and childcare properties including six aquatic facilities;
- property projects;
- trade services to all ACT Government agencies; and
- offering hireable venues.

You will also be responsible for the leadership and management of teams of staff. As a key member of the executive team, you will be expected to lead and influence change within ACT Property Group and across Government.

To be a strong contender, you will need to be an exceptional leader and manager who can influence strategic thinking, direction-setting and organisational capacity-building. Your strong achievement orientation, sound judgement and proven ability to meet tight deadlines will be complemented by a personal style that engenders trust and respect.

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.

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

How to Apply: All applications should include your written response to the Executive Capabilities (listed within the Position Description) and Curriculum Vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Graham Tanton (02) 6207 5757 Graham.Tanton@act.gov.au

Strategic Finance

Budget Policy and Capital Works

Finance Officer - Budget Policy and Capital Works

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 16493)

Gazetted: 27 October 2021

Closing Date: 3 November 2021

Details: Strategic Finance is responsible for the financial and budgetary management of the Chief Minister, Treasury and Economic Development Directorate and the ACT Executive. This includes internal and external budget development, strategic financial monthly and annual reporting, and support for Ministers, the Executive Management Group and senior management. The team oversees the day-to-day accounting and reporting

activities of the Directorate to support the needs of business units and meet external reporting obligations, including capital works, financial and variance reporting and management discussion and analysis. The unit also manages the Directorate's relationship with Shared Services (part of the Directorate), which provides all accounts processing, salary recovery, taxation, banking services and systems administration and development. The advertised position will assist in the preparation of financial reports, budget documents and provide support in accounting and financial administration, with a specific focus on the Directorate's capital works program. The position is required to work with large quantities of data, have good attention to detail and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders. 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualifications in Accounting are desirable.

Notes: This is a temporary position available for six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A Merit Pool 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 supporting statement of no more than two pages outlining experience and/or abilities against the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description, a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Zachary Thomas (02) 6207 8423 Zachary.Thomas@act.gov.au

Economic Development

Events ACT

Senior Event Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 22636)

Gazetted: 27 October 2021

Closing Date: 12 November 2021

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

We are a dynamic team, with a temporary vacancy for a skilled industry expert wishing to make a mark in our Event Delivery team. You will need to have experience in being part of a project team, prioritising to meet project deliverables, have the ability to communicate and negotiate with multiple and diverse stakeholders and be able to provide expert advice and sound recommendations on event delivery matters and on-site event logistics. You will have experience working to tight deadlines in an ever changing, fast paced environment. You are a team player who also has initiative to make decisions under limited direction when required.

You need to be passionate about delivering event excellence and of course delivering on time and within budget.

You need to be able to problem solve, be an agile thinker and calm under pressure through event planning and on-site event delivery.

If this sounds like you, we want to hear from you! You will be given the opportunity to take on a wide range of tasks and learn new skills in this role. Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for a role in a fast paced environment where no day is the same, then this position is for 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 people who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The successful applicant will have knowledge of and recent experience in delivering outdoor events and place activation. Tertiary qualifications in Business, Project Management or Operations Management or any other related field are highly desirable. Weekend, public holiday and out of hours work will be required from time to time.

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

months. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To apply for this role, please submit a current curriculum vitae, details of two referees and a two (minimum) – three (maximum) page response to the Selection Criteria detailing how your Skills, Knowledge and Behaviours align to those in the Position Description to make you the best fit for the role. Applications should be submitted via the Apply Now button below.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melanie Eldred (02) 6207 4302 Melanie.Eldred@act.gov.au

Shared Services

Partnership Services

Record Services / Physical Records Support

Manager, Physical Records Support

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 17722, several)

Gazetted: 27 October 2021

Closing Date: 3 November 2021

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

Record Services/ Physical Records Support has the perfect opportunity for you. Record Services/Physical Records Support is seeking experienced managers to join the team as Governance and Quality Manager and Operations Manager.

The successful applicants will be responsible for operational management and governance with a focus on quality and business improvement. These roles will involve leading, directing and supporting an operational or project team, development and implementation of records projects, implementation and maintenance of procedures. Further to this, provide high level support to both the Assistant Director and Director, Physical Records Support in ensuring the delivery of best practice records management to directorates.

These positions will be filled subject to the successful candidates skills and experience.

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:

These positions require the ability to work in a manual handling environment.

Notes: These are temporary positions available up to 30 June 2022 with the possibility of extension and/or permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: If you feel that you are the perfect candidate and have the necessary skills and capabilities to fill these roles, please send a personal pitch (two page maximum) in response to the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description, your current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexander Eglitis (02) 6207 9000 Alexander.Eglitis@act.gov.au

Economic Development

Finance and Business Services

Senior Business Services Officer - HR

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 42593)

Gazetted: 27 October 2021

Closing Date: 10 November 2021

Details: The Finance and Business Services Unit is seeking a highly capable individual to provide Human Resource services to the business units situated within the Economic Development Division. As the Human Resources Officer for the division, you will demonstrate your knowledge and experience of human resource policy and best practice strategies at an organisational level. This role will provide support and advice in relation to recruitment, workforce planning, work health and safety, and human resource reporting. To be successful in this position, you will need to

be a collaborative team player that can demonstrate the capability to apply previously gained experience and quickly adapt to a varied workspace in an administrative setting.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available immediately until 31 January 2023 with the possibility of extension. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note, this position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, 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 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 with the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Gallace (02) 6205 0793 Steven.Gallace@act.gov.au

Corporate

Corporate Management

Concierge and Building Services

Facilities and Concierge Support Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 49541)

Gazetted: 27 October 2021

Closing Date: 9 November 2021

Details: Our Concierge and Building Services Team is looking for a new team member to help us to provide support for our clients working in a modern and dynamic building that has been architecturally designed and supports a flexible work environment and activity based working.

The Facilities and Building Services Support Officer is responsible for providing support to the City Office Building Concierge and Building Services Team through assistance in completing tasks relating to building maintenance, storage, deliveries, induction, security, fleet, work health and safety including Covid related safety matters, sustainability, accounts payable and various administrative support roles.

The successful applicant will have sound customer service experience and will work collaboratively with all occupants of the City Office Building to assist in the delivery of high-quality service from the 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:

Driver's licence, Class C - Car licence, is essential.

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. For the right candidate/s job sharing may be considered as part of the employment solution for this position.

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Glen Cayiryls (02) 6205 0650 Glen.Cayiryls@act.gov.au

Shared Services

Partnership Services Group

Performance, Governance and Service Delivery

HR Information Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 09368)

Gazetted: 26 October 2021

Closing Date: 2 November 2021

Who we are

The Reporting, Performance and HR Quality Assurance Team is responsible for providing HR Data and Information Services to ACT Government Directorates and Agencies. These services include provision of workforce reports to Directorate and Agency customers; reporting support to internal business units; performance monitoring and reporting to Shared Services Executive and forums; HR process and data testing quality assurance in support of Shared Services Payroll operations.

What you will do

You will be responsible for liaising with external clients and internal stakeholders to understand HR data and information report requirements to support business outcomes; provide support to the outcomes of Payroll business processes through a program of data quality work to address data issues; and, design, develop and implement reporting solutions to meet customer and internal business needs while contributing to data governance processes, assuring adherence to security and privacy considerations.

What we require

To thrive in the role, you will need to have a good understanding of ACTPS Employment Frameworks, and how they relate to HR Data and information and an ability to associate information requirements to support outcomes with suitable supporting data, as well as, an ability to utilise your technical skills to manipulate data and design report solutions to meet customer needs.

You will need to be able to foster strong, positive relationships with customers and internal stakeholders to negotiate suitable outcomes.

You will need to be flexible and resilient, with an ability to adapt to changing priorities while managing multiple demands.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available immediately until 30 June 2022, with the possibility of extension and/or 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: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two page written response to support your application. Please provide evidence of your suitability for the role by including specific examples that clearly demonstrate your relevant Skills, Knowledge and

Behavioural capabilities.

You will be asked to attach a current curriculum vitae and provide details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Darren Hengst (02) 6207 6767 darren.hengst@act.gov.au

Economic Development

Senior Web Developer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 43456)

Gazetted: 26 October 2021

Closing Date: 18 November 2021

Details: VisitCanberra is looking to fill the role of Senior Web Developer. The successful candidate will be responsible for leading the design, development and ongoing maintenance Visit Canberra's and Brand Canberra's websites including canberra.com.au, visitcanberra.com.au and tourism.act.gov.au.

If you love to write high quality code, if you have an appetite for learning new skills and strive to keep up-to-date with the latest web development tools and practices, then this role might be for 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:

Experience in configuring and administering Linux based servers in a web hosting environment.

An understanding of basic graphic design principals along with experience in using the Adobe Creative Cloud suite of applications.

Current Australian driver's licence.

Note: Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To apply for this role, please address the Professional/Technical Skills, Knowledge and Behavioural Capabilities in the Position Description, outlining what skills and experience you have that will enable you to perform the duties of this role. Please limit your response to two pages and include your curriculum vitae with two referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Dean (02) 6205 0662 Peter.Dean@act.gov.au

Economic Development

VisitCanberra

Director, Visitor Services

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 48153)

Gazetted: 25 October 2021

Closing Date: 11 November 2021

Details: The Canberra and Region Visitors Centre (CRVC) is seeking an experienced manager with proven leadership skills and experience managing a business/service facility. The Director of the CRVC leads and manages all activities related to the operations of the CRVC. The position is required to manage all staff, the volunteer program, budget and expenditure for centre operations. It is required to engage with local industry stakeholders to promote the services offered through the visitors centre.

To be successful in this role, you will have proven organisational skills and experience in operational management, overseeing people, budgets and resources to deliver organisational outcomes. You will also be an exceptional communicator, with the ability to work with a wide range of stakeholders.

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:

Knowledge of the ACT tourism industry.

Current Australian driver's licence.

Willingness to respond to after hour's emergency/security calls.

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

How to Apply: Application should be not more than two pages, addressing claims against the Selection Criteria, as well as a current curriculum vitae and the name and contact details of two referees.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Salmon (02) 6205 0661 Michael.Salmon@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Environment Protection Authority

Environment Protection Authority Data Support Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 10967)

Gazetted: 26 October 2021

Closing Date: 9 November 2021

Directorate Overview

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.

What we do

At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services. 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. 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.

Who we are

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

What we offer

Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community. The opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise.

A flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment.

The Team You Will Work In

The Environment Protection Authority (EPA) is the primary environmental regulator for the ACT. Our Mission is to protect and enhance the well-being of the environment and community as the ACT's primary environmental regulator. Our Vision is a sustainable environment for future generations. The EPA is responsible for a range of environment protection issues including air and water quality, hazardous materials, contaminated sites and environmental noise. We administer the *Environment Protection Act 1997*, *Water Resources Act 2007*, *Clinical Waste Act 1990* and *Lakes Act 1976*. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant qualifications or experience in ICT is highly desirable.

Note: This temporary position is available immediately for 15 months. Selection may be based on application and referee reports only. 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: Your suitability for this position will be assessed based on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the position description.

Please submit:

A two page pitch addressing the Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description;
and curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Power (02) 6207 5311 david.power@act.gov.au

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

Shared Services and Property Group

ACT Property Group

Finance and Systems - ACT Property Group

Senior Finance Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 25300)

Gazetted: 25 October 2021

Closing Date: 1 November 2021

Details: This is a team leader role within the operational finance team, supervising finance officers and providing day to day direction on Accounts Payable and Accounts Receivable activities. This role is responsible for ensuring the financial transaction functions are completed to a high standard and level of accuracy. The role also provides guidance and advice to other staff on financial transactions, processes and assists in preparing finance and transaction reports to business units.

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

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

a current driver's licence (car) is desirable.

qualifications/experience in management, finance, accounting or other relevant areas is desirable.

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Payal Mehta (02) 6207 6696 Payal.Mehta@act.gov.au

Corporate

People and Capability

Workforce Analytics

Director Workforce Analytics

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 50027)

Gazetted: 25 October 2021

Closing Date: 1 November 2021

Details: As the Director of the Workforce Analytics team you are responsible for the planning, development and management of initiatives that enhance the directorate's ability about our workforce and workforce related projects. This role combines strategic and operational analysis and reporting that supports measurable workplace outcomes.

You will lead a small team, and work with a range of stakeholders, to enable this.

Your work will expand and enhance our HR business intelligence services to leaders and staff to help them achieve their people management responsibilities and strategic workforce objectives.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available until mid December 2021 with possibility of extension up to 12 months. An order of merit may be established to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a maximum two-page response to the Selection Criteria and your resume to the contact officer.

Applications should be sent to the Contact Officer.

Contact Officer: Leesha Pitt (02) 6205 0566 leesha.pitt@act.gov.au

Revenue Management

Business Systems

Production Support Officer

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 53786)

Gazetted: 25 October 2021

Closing Date: 18 November 2021

Details: The ACT Revenue Office is looking for an energetic and proactive person to join the Business Systems unit as a Production Support Officer.

The position of Production Support Officer is a technical hands-on role requiring a good understanding of modern technologies and delivery methodologies.

The successful candidate will be responsible for production administration and Level 1 and 2 support for multiple business systems of varying complexity. The person selected to fill this role will work in a Dev/Ops framework and will also be involved with development of new capabilities.

The role is within with a multi-skilled team that is dynamic, flexible, professional, and fun to be with.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please submit no more than a two-page pitch addressing the capabilities and Job Specific criteria, a curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: AndrewJ Watson (02) 6207 3860 AndrewJ.Watson@act.gov.au

Procurement ACT

Goods and Services Procurement Branch

Whole of Government Contracts and Category Management Team

Director, Contracts and Category Management

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 24339)

Gazetted: 22 October 2021

Closing Date: 4 November 2021

Details: The Contracts and Category Management team is looking for an enthusiastic professional to fill the role of Director for the travel and standalone contracts portfolio on a permanent full-time basis.

In joining our team, you will have exposure to stakeholders across all ACT Directorates as well as suppliers and external industry representatives including representatives from jurisdictions across Australia. We are a vibrant, highly collaborative team who are constantly looking to apply new ideas and make our services better.

We are seeking a seasoned procurement and contract management professional with a strong customer centric approach. The successful candidate will have a high degree of emotional intelligence, being able to adjust their

communication style for different audiences, engendering trust in their leadership with both clients and team members.

The Contracts and Category Management team carries a significant business as usual workload and team members must be able to effectively manage multiple contracts concurrently. Consequently, at the Director level it is important that you can identify / prioritise issues and implement practical solutions, including knowing when to escalate issues.

We are looking for people with strong influencing, negotiation and engagement skills, as well as experience in building and using relationships and networks with internal and external stakeholders. You will form part of the management team, helping to model desired behaviours, support, lead, motivate and develop staff.

The successful applicant will report directly to the Senior Director, Contracts and Category Management and will lead a team of three.

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, 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 will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position 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 copy of curriculum vitae and a maximum two page Expression of Interest.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nathan Ward (02) 6207 2464 Nathan.Ward@act.gov.au

Shared Services

Finance Services

Reporting Team

Team Leader – Finance Services

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 06949)

Gazetted: 21 October 2021

Closing Date: 4 November 2021

Details: Applications are being sought from suitably experienced and qualified people to work as a Team Leader in a Finance Services Reporting Team in Shared Services Finance. This role is responsible for financial reporting and operational management of a team tasked with the provision of financial accounting services to ACT Government Directorates and Agencies. Duties include financial ledger and fixed assets register management, preparation of financial statements, and taxation management, including preparation of monthly BAS and annual FBT returns. 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Demonstrated technical and software skills in Financial Accounting are essential, as is a commitment to improving financial processes. Also required are well-developed liaison, negotiation and representational skills. The successful candidate will supervise up to four team members and report to a Senior Officer Grade B. A degree with a major in Accounting or equivalent is highly desirable, as is membership or progress towards membership of a professional Australian Accounting Body.

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

How to Apply: Please submit a written application of no more than two pages, addressing the capabilities and demonstrating your capacity to perform the duties and responsibilities of the role. Also, please supply your current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Lapthorne (02) 6207 0564 Mark.Lapthorne@act.gov.au

Community Services

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

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

Housing ACT

Client Services Branch

Senior Client Engagement Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 10007, several)

Gazetted: 22 October 2021

Closing Date: 8 December 2021

Are you a great communicator?

Are you solutions focussed and passionate?

Are seeking a role in an organisation that is committed to excellence and the highest ethical standards in supporting Canberra's most vulnerable and disadvantaged community members.

The ASO5 Senior Client Engagement Officer is responsible for engaging with clients to ensure effective service at all stages of the housing process.

Responsibilities include tenancy applications, assessments, allocations and management; liaison with clients when tenancies breakdown; and responding to complaints. Senior Client Engagement Officers may also represent Housing ACT at selected forums and provide support for other business units as required.

Well-developed communication skills, cultural awareness, an understanding of the complexities of housing and respect for people are important knowledge and attributes for this position.

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

Current Drivers Licence

Undergo a National Police Check

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

Notes: This is an ongoing recruitment round to fill vacancies for a period of 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a written response highlighting your suitability for the role, referencing Skills, Capabilities and Qualifications in line with the Selection Criteria.

A response of no more than 800 words (2 pages) should be submitted in addition to a current resume and the contact details of your two most recent referees.

The selection criteria must be considered in line with the CSB Shared Capability Framework.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matt Barry (02) 6205 4284 matt.barry@act.gov.au

Family Safety

Project and Legal

Senior Director

Senior Officer Grade A \$153,041, Canberra (PN: 49794)

Gazetted: 21 October 2021

Closing Date: 28 October 2021

Details: The Office of the Coordinator-General for Family Safety is seeking a passionate and experienced leader to lead the Sexual Assault Prevention and Response Program, act as general legal adviser to the Office as well as oversee, develop and deliver key legislative reform and policy initiatives identified by the Coordinator-General that support the prevention of domestic, family and sexual violence, and/or responses to victim/survivors.

The successful occupant must have legal qualifications, have a proven ability to deliver, and a demonstrated knowledge of domestic, family and sexual violence and the systemic challenges facing victim survivors. We are looking for someone who is able to lead in a reform and change environment, support the executive in briefings to

Ministers and sector leaders and also be responsive to the changing domestic, family and sexual violence landscape. The successful applicant will also have expertise in managing diverse stakeholders and working with them to achieve a collective viewpoint. This is a temporary position for up to four years with the possibility of extension and/or permanency during this period. Selection may be based on application and referee reports only and a merit pool may be established for future vacancies.

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

Eligibility/Other requirements:

Tertiary legal qualifications are preferred.

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

How to Apply: Please provide a two-page pitch outlining your strengths and skills and attach your curriculum vitae.

Applications should be submitted via the Apply Now button below.

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

Family Safety

Legal and Projects

Senior Policy Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 42258)

Gazetted: 21 October 2021

Closing Date: 28 October 2021

Details: The Office of the Coordinator-General for Family Safety is seeking a highly motivated Senior Policy Officer to help deliver reforms relating to domestic, family and sexual violence. This role would suit someone who understands the domestic, family and sexual violence services sector and who can work in a team to plan and deliver practical reforms to improve prevention of violence and responses to victim-survivors. The successful applicant will have an excellent grasp of the issues that underpin gendered violence and be capable of forming strong working relationships with stakeholders across government and the community. This role is available up to four years with possibility of extension and/or permanency. Selection may be based on application only and a merit pool may be established for future vacancies within the Office.

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

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

How to Apply: Please provide a two page pitch outlining your strengths and skills and attach your curriculum vitae.

Applications should be submitted via the Apply Now button below.

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

Children Youth and Families

Child and Youth Protection Services - Practice and Performance

Practice and Performance - CYRIS Team

Assistant Director, CYRIS Data Quality and Training

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53493)

Gazetted: 21 October 2021

Closing Date: 9 November 2021

Details: The Child and Youth Record Information System (CYRIS)

CYRIS is the client management system for Child and Youth and Protection Services (CYPS), Child and Family Centres and Child Development Services. It is based on the Microsoft Dynamics 365 platform and integrates with

Content Manager and DocumentsCorePack. It has the capability to integrate with portals and other applications, such as Out of Home Care agency, Police and Education systems.

POSITION OBJECTIVE

The SOGC Assistant Director, CYRIS Data Quality and Training role will support the CYRIS Senior Director to analyse data quality and coordinate data remediation, work with Subject Matter Experts (SMEs) to recognise and resolve problems, manage and conduct end user training and develop training material. As a member of the CYRIS Team, the role will also be expected to support other related activities as needed. The responsibilities of the CYRIS Team are diverse and this role encompasses both system and business process elements, with frequent interaction with key stakeholders including end users, Policy and Learning and Development.

Eligibility/Other Requirements:

Please note, a Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to <https://www.accesscanberra.act.gov.au/s/article/working-with-vulnerable-people-wwvp-registration-tab-overview>.

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

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

How to Apply: Please 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: Janet Plater (02) 6205 9390 Janet.Plater@act.gov.au

Cultural Facilities Corporation

Canberra Museum and Gallery

Senior Curator, Social History

Curatorial, Collections and Education Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 43462)

Gazetted: 25 October 2021

Closing Date: 8 November 2021

Details: Canberra Museum and Gallery (CMAG) is seeking a highly experienced curator to lead our Social History team. We are looking for an enthusiastic museum professional with the skills to research and write about the history of the Canberra region and communicate that history through exhibitions and associated public programs. You will show academic rigour and be experienced in the planning and delivery of exhibitions and have sound knowledge of collection management systems.

Eligibility/Other Requirements:

Tertiary qualifications in a relevant field is essential.

PhD is desirable.

A current driver's licence is essential.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Rowan Henderson 0466 948 176 rowan.henderson@act.gov.au

Education

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

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

Business Services

Communications, Engagement and Government Support

Ministerial and Corporate Reporting

Assistant Director, Corporate Reporting and Stakeholder Management

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 02917)

Gazetted: 27 October 2021

Closing Date: 10 November 2021

Details: The Ministerial and Corporate Reporting team provide the critical connection between the Directorate and Government. Our team manages and supports the Directorate to meet its obligations around Cabinet, Legislative Assembly and ministerial business. The team coordinates significant input to government commitments, annual reporting, performance and accountability and attendance at committee hearings. The team also provides secretariat support for critical stakeholder engagements and manages the Directorate's stakeholder engagement frameworks.

We are looking for someone to join us - As the Assistant Director, Corporate Reporting and Stakeholder Management, you will provide the coordination and provision of secretarial support for the Director-General's key stakeholder meetings. You will also be challenged by being part of the coordination, preparation and delivery of key corporate reporting and accountability functions for the Directorate including the annual report, non-financial components of the budget papers, the Statement of Performance process; Parliamentary and Governing Agreement reporting and other whole of government reports.

As a member of a team with both corporate reporting and corporate secretarial responsibilities, we need someone with strong coordination skills, an ability to work independently, who is self-driven, and has a willingness to assist others if required. Our ideal candidate will be pro-active, organised and can work well under pressure in a busy environment.

The Education Directorate 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 and current and former ADF members are encouraged to apply.

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months. This position works in an activity-based workplace (ABW) structure. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit

A maximum two page statement of claims against the Selection Criteria that outlines your experience and/or abilities against the requirements (Professional/Technical Skills and Knowledge; and Behavioural Capabilities) in relation to the stated duties outlined in the Position Description

A current curriculum vitae

The contact details of at least one referee

Applications should be submitted via the Apply Now button below.

Contact Officer: Rochelle Bessey (02) 6207 2620 rochelle.bessey@act.gov.au

Service Design and Delivery

Student Engagement

Finance Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 37496)

Gazetted: 27 October 2021

Closing Date: 17 November 2021

Details: The Student Engagement Branch is looking for a Finance Officer to work within its busy team. The role is responsible for managing the financial processes and reporting for the Branch. This includes: assisting with the preparation of and maintenance of internal budgets, managing correspondence related to Branch responsibilities, the preparation of monthly budget analysis and variance reports, and providing advice and support with HR related issues. The position requires attention to detail, excellent communication and organisational skills (oral, written, interpersonal and negotiation) and a focus on continuous improvement, aiming for best practice in the execution of the duties. To be competitive in the role, applicants should demonstrate a high level of competency in effective interrogation and interpretation of financial management information systems and data.

Eligibility/Other Requirements

Experience with TM1 and Oracle financial applications and Microsoft Office suite of programs, including Microsoft Word and Excel is essential.

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

How to Apply: Please submit a response to the Selection Criteria (maximum 4 pages), a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

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

System Policy and Reform

Enrolment and Planning

Enrolment Policy

Assistant Director, Enrolment Policy

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 40278)

Gazetted: 27 October 2021

Closing Date: 3 November 2021

Details: The Enrolment Policy Team is looking for an Assistant Director.

The Enrolment Policy team is responsible for developing and delivering the program of reform for enrolment policy and practice in relation to public schools. The team is also responsible for delivering the Directorate's enrolment enquiry phone line, developing content for website and other public informational materials concerning enrolment policy and for providing training and ongoing advice to school staff in regard to implementing enrolment policy and procedures.

The Assistant Director Enrolment Policy supports the Director to oversee the work of the team, and to ensure team goals are met to a high standard within required timelines. The Assistant Director researches and drafts complex briefings and correspondence on enrolment-related issues, leads and manages staff in the day to day business of the team as required, liaises with colleagues across the Directorate and externally, and makes a substantial contribution to the development and implementation of enrolment policy initiatives.

Notes: This is a temporary position available immediately until 29 October 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. Selection may be based on application and referee reports only.

How to Apply: Applicants should address the Selection Criteria, keeping responses below 350 words per criterion. Please also submit a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: VanessaS Attridge (02) 6205 3502 VanessaS.Attridge@act.gov.au

Business Services

School Cleaning Services

School Cleaning Services

Cleaning Services Officer 1 \$49,578 - \$51,380, Canberra (PN: 47574, several)

Gazetted: 26 October 2021

Closing Date: 2 November 2021

Details: The Education Directorate School Cleaning Service is looking for enthusiastic and dedicated **Cleaning Services Officer (CSO1)** to join the ACT Government Public Schools' cleaning workforce.

If you are interested in joining a dynamic team with the important task of keeping our schools clean, safe and hygiene then we'd love to hear from you.

The ideal candidate will:

Undertake general cleaning duties in ACT public schools;

Be available to work Monday to Friday and shifts hours between 1:00 pm to 5:00pm (non-negotiable)

Have reliable transport

Have the ability to travel to single and / or multiple school sites across different Networks;

Work with intermittent/limited supervision as part of a small team;

Undertake all duties in accordance with Directorate policies and procedures; and

Have cross cultural communication skills.

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

Eligibility/Other Requirements:

Prior to commencing employment, 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 [Access Canberra](#).

On 13 October 2021 the ACT Chief Health Officer issued a public health order mandating ACT school based staff in the Early Childhood / Primary School / Specialist School and Flexible Education settings be fully vaccinated against COVID-19. As such, successful applicants may be required to provide evidence of **COVID-19 vaccination or evidence of exemption, and have their first vaccination by 1 November 2021, and a second dose by 29 November 2021** as part of the mandatory employment requirements.

The duties of the position require a high degree of manual activity. Applicants may need to successfully pass a **physical assessment** to ensure they possess an appropriate level of functional physical fitness.

Notes: There are several temporary positions available until 17 December 2021 with the possibility of extension. They are part-time positions available at 20 hours per week and the full-time salary noted above will be paid pro-rata.

Australian visa holders with work rights are also encouraged to apply. Offers of temporary employment contracts for visa holders are issued to the extent of the current visas with the possibility of extension up to a maximum of five years.

An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months. For further information on the ACTPS selection process refer to <https://www.jobs.act.gov.au/how-we-hire/selection-processes>

Selection may be based on application and referee reports only. If there are too many job applications with the same ranking score, then selection may be based on the date and time you submitted the job application.

How to Apply: Read the position description criteria carefully. Once you are satisfied that you meet all the criteria, you can submit your job application.

In order to have your application considered, you must provide all the information and documentation required. Incomplete applications would be deemed unsuccessful. See the **checklist** section for more details.

Checklist

Mandatory

Complete the online questionnaire by clicking this link [CSO1- Online questionnaire - Google Forms](#)

Complete and submit the ACT job application **via the Apply Now button below**

Attach a copy of a current ACT Working with Vulnerable People (WwVP) Registration in the position response section of the **Apply Now button below**

If you are a **visa holder**, attach a recent VEVO check from the Department of Home Affairs in the position response section of the **Apply Now button below**. Please visit the following link to apply for a Vevo Check - [check conditions online \(VEVO\)](#)

Attach one x Work Referee Report using the template provided (See Documents). Referee Report to be attached in the referee section of the **Apply Now button below**.

Optional

Attach cleaning qualifications in the position response section of the **Apply Now button below**.

Attach a current First Aid Certificate in the position response section of the **Apply Now button below**.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Foote (02) 6207 0788 Robert.Foote@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.

Service Design and Delivery

Digital Strategy, Services and Transformation

Strategy Design and Programs

Assistant Director - Project Manager

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 43100)

Gazetted: 26 October 2021

Closing Date: 12 November 2021

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

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

You will support engagement with Directors, corporate senior leaders, service managers and external stakeholders to ensure their complex needs are understood, prioritised and incorporated into Directorate plans with progress communicated throughout the delivery process.

Our ideal candidate takes ownership of issues and will demonstrate the ability to have an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact in the education sector. You have high level leadership and financial, staff and project management skills, and a proven ability to provide strategic advice on information management, business applications, information and communication technology and online delivery utilising ITIL fundamentals and Prince2 methodology.

Ideally you will have proven ability to manage planned outcomes within tight timeframes, build relationships, communicate effectively and influence stakeholders in an Education context.

You have the ability to 'wear multiple hats' and juggle priorities, are resilient and tactful, passionate about what you do and committed to making a difference.

Eligibility/Other Requirements:

Permanent resident of Australia.

Degree qualification in related field or equivalent experience is highly desirable.

This position may require a Working with Vulnerable People Check.

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

why you want the role;

how you meet the selection criteria; 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: Sharon Lok (02) 6207 4347 Sharon.Lok@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Strategy Design and Programs

Assistant Director - Organisational Change Manager

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 33327)

Gazetted: 26 October 2021

Closing Date: 11 November 2021

Details: Our ideal candidate has proven organisational change management experience, preferably in a digital transformation environment. You excel at developing communications, engagement, training and benefits realisation plans. You know how important designing, planning and implementing change management is and understand how people go through and process change.

You use your well-established communication skills to build and maintain strong relationships across diverse organisations. You are amazing at prioritising your time, workload and think outside the box and have extensive stakeholder engagement experience.

You maintain and communicate change management strategies for projects across all organisational levels. You are confident in conducting change impact analyses, assessing change readiness and identifying key stakeholders. You possess thorough knowledge of integrating change management activities into projects. One of your strengths is your ability to communicate clearly and with influence, negotiate persuasively and represent the businesses best interest.

You have the capability, capacity and experience in providing best practice change management guidance and leadership. You take ownership of issues and demonstrate the ability to understand the wider business issues. Lastly, you have a great sense of humour, are resilient and tactful, passionate about what you do and committed to making a difference!

Eligibility/Other Requirements:

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

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

How to Apply:

In two pages or less please detail:

why you want the role;

how you meet the selection criteria; and

describe an achievement that you are most proud of.

Please also provide 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: Sharon Lok (02) 6207 4347 Sharon.Lok@act.gov.au

Service Design and Delivery

Student Engagement

Clinical Practice

Senior Psychologist

Senior Psychologist \$141,049, Canberra (PN: 37337)

Gazetted: 25 October 2021

Closing Date: 15 November 2021

Details: Are you a leader in providing psychology services for children, young people and their families? ACT Education is seeking an experienced psychologist to fulfil the role of Senior Psychologist within Clinical Practice.

As a Senior Psychologist you will:

Support the Executive Branch Manager, Senior Director and Director to lead the strategic direction of the Student Engagement Branch within the Directorate and collaborate in the development of policies and processes.

Collaborate with the senior psychology leadership group to deliver a dynamic, supportive, professional and evidence-based School Psychology service.

Provide clinical supervision and professional practice support to school psychologists to improve student learning and wellbeing outcomes.

Utilise well developed communication and interpersonal skills, along with high level contemporary psychological knowledge to provide consultation and advice to ACT Public School students, families and staff.

Support the Student Engagement Branch respond to critical incidents in schools in line with current evidence-based emergency management response and Directorate processes.

Develop and deliver professional learning both within and external to the Education Directorate.

Apply a range of strategies, assessments, and interventions in direct work with children and / or young people to improve learning and psychological wellbeing.

Reflect and regularly review one's own practice and performance to identify and respond to continuous professional development needs.

Maintain registration requirements as a Psychologist with the Australian Health Practitioners Regulation Agency (AHPRA).

Adhere to the Australian Psychological Society Code of Ethics and Ethical guidelines.

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:

full registration as a psychologist with the Psychology Board of Australia.

a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. It is highly desired the applicant has a minimum of five (5) years' experience as a fully registered psychologist, experience working with children, young people and families, is a Psychology Board of Australia Approved Supervisor and holds a current Australian drivers' licence.

Notes: This is a permanent position available for immediate start. An order of merit will be established from this selection process and may be used to fill identical vacancies on a permanent or temporary basis over the next 12 months. These positions are under the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022* and as such, a 12-month probation period will apply to applicants who are not existing ACTPS permanent employees. For interstate applicants, who are offered a permanent position, support towards relocation costs will be considered in accordance with the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022*.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the selection criteria outlined in the application package (maximum five pages) and two referees including your current supervisor. Please also include a copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People card.

Applications should be submitted via the Apply Now button below.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Joan Webb (02) 6205 9555 EDUClinicalPractice@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

Environment Heritage and Water

Resilient Landscapes

ACT Healthy Waterways

Citizen Science Data Analyst

Professional Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 47792)

Gazetted: 27 October 2021

Closing Date: 24 November 2021

Details: The position of data analyst will report to the Manager, Water Science, Monitoring and Modelling. The position sits within the ACT Healthy Waterways team and will work with multiple teams across the Environment Heritage and Water Division within the Environment, Planning and Sustainable Development Directorate.

The Data Analyst will provide expert advice and analytical support to primarily citizen science programs that are supported by the ACT Government.

The successful candidate will possess skills and experience in

communicating scientific concepts and information across a wide range of stakeholders.

statistical data analysis, developing and implementing experimental designs for environmental science research and/or citizen science programs.

presentation and interpretation of data, including graphical presentation of data and reporting of results to a wide range of audiences.

Eligibility/Other Requirements:

A degree or diploma of an Australian tertiary institution, or a comparable overseas qualification, which is appropriate to the duties of the position;

A current ACT or equivalent driver's licence.

Notes: This is a temporary part-time position (22.05 hours per week) available immediately for 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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 written response to each of the Selection Criteria (maximum of 350 words each) and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danswell Starrs (02) 6207 7032 Danswell.Starrs@act.gov.au

Corporate Services and Operations

Governance, Compliance and Legal

Information Governance

Director Information Governance

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 39706)

Gazetted: 27 October 2021

Closing Date: 10 November 2021

Details: The Governance, Compliance and Legal Policy Branch at EPSDD are seeking a Director of Information Governance for six months, with possibility of extension to 12 months. This role leads a small team responsible for information management, privacy, Freedom of Information applications.

The team you will lead is filled with specialists in records and archival management, information access, privacy and EDRMS management. As Director, you need to be able to display excellent communication skills, demonstrate flexibility in your management approach, and be able to lead a team effectively in an Activity Based Working environment (including remote working).

If you have relevant experience to take on this role or believe your experience will translate well into the position then please see the position description for more detail, we want to hear from you! We are open to specialists in the field, as well as those looking for a new challenge and willingness to demonstrate leadership, courage, and integrity as our branch prizes values-based behaviour.

The Environment, Planning and Sustainable Development Directorate 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, veterans, and those who identify as LGBTIQ+ are encouraged to apply.

Notes: This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency (depending on operational requirements). A merit pool of applicants found suitable, but not successful, will be created for future vacancies. If you do not wish to be placed in the merit pool, please indicate this with the contact officer. Please note, this position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Work may also be subject to a working from home conditions under the COVID-19 health response.

How to Apply: Please submit a written response to the Selection Criteria (maximum three pages) and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Roach (02) 6207 7803 Adam.Roach@act.gov.au

Statutory planning

Office of the Surveyor-General and Land Information

Surveyor-General

Senior Professional Officer Grade A \$153,041, Canberra (PN: 34852)

Gazetted: 26 October 2021

Closing Date: 12 November 2021

Details: The Office of the Surveyor-General and Land Information is seeking a motivated and self-driven person to be appointed as the Surveyor-General of the ACT to fulfill the statutory responsibilities of the position and manage the Section.

The successful applicant will be responsible for regulation of the surveying profession within the ACT. Maintenance of the Spatial Data Management System (SDMS), a geographic information system containing land and administration boundaries, roads, topographic information, heights (contours), and related information. The ACT Government's online mapping service, ACTMAPI. Spatial data access and licensing. Customised mapping. Place names and addressing. Managing and leading the Office of the Surveyor-General and Land Information.

Eligibility/Other Requirements: Must be a Registered Surveyor in the ACT or eligible for registration within the ACT.

How to Apply: Applicants should submit a statement of no more than two pages providing demonstrated examples of how you meet the Professional/ Technical Skills/Knowledge and Behavioural Capabilities outlined in What you Require section of the Position Description. Please include a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeffrey Brown (02) 6207 1965 Jeffrey.Brown@act.gov.au

Environment

ACT Parks and Conservation Service

National Parks and Catchments / Tidbinbilla Nature Reserve

Threatened Species Officer

Technical Officer Level 2 \$65,966 - \$75,539, Canberra (PN: 47807)

Gazetted: 25 October 2021

Closing Date: 10 November 2021

Details: The ACT Parks and Conservation Service (PCS) is seeking a dynamic and experienced team player to contribute to wildlife conservation initiatives at Tidbinbilla Nature Reserve (TNR).

Tidbinbilla Nature Reserve's Threatened Species Program focuses on the recovery of threatened species through breeding programs, conservation research, and outreach. Managed by a team of skilled and experienced conservation officers the program manages various innovative conservation projects including recovery programs for the Southern Brush-Tailed Rock-wallaby, Northern Corroboree Frog and Grassland Earless Dragon. Staff work in a fast-paced environment and collaborate with other teams at TNR as well as a broad range of stakeholders, research institutions and organisations operating at the forefront of conservation biology.

The selected candidate will be appointed to manage the Grassland Earless Dragon program. The position requires strong observational skills, an aptitude for small animal handling, attention to detail and a working knowledge of biosecurity protocols. There is a strong emphasis on teamwork and flexibility.

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

Eligibility/Other Requirements:

Tertiary qualifications in the field of environmental management, wildlife biology or ecology is required.

Current driver's licence and ability or willingness to learn how to drive manual vehicles.

Preparedness to wear a uniform.

Preparedness to work a shift roster which includes weekends and public holidays

Ability and willingness to undertake after hours and incident management duties, including after-hour reserve lock up functions, participation in fire standby roster and search and rescue operations.

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

Note: This is a temporary position available from 22 November 2021 up until 30 June 2023 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah May (02) 62053880 SarahA.May@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Operational Support

Sentence Administration Board

Administrative Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 52835)

Gazetted: 27 October 2021

Closing Date: 10 November 2021

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill a permanent vacancy as an Administration Officer (ASO4) for the Sentence Administration Board.

The successful applicant will be involved in general administrative duties such as creating, managing, and maintaining files along with assisting to prepare and collate reports, warrants and correspondence for board meetings in relation to parolees, detainees, and those subject to Intensive Corrections Orders.

Further to this, you may be required to attend Sentence Administration Board meetings on occasion to assist with the efficient running of the schedule.

In addition, you will assist in preparing informative documentation regarding Sentence Administration Board decisions for stakeholders, and you may be required to assist senior staff members with work in the Unit (including project work) to ensure the objectives of the Sentence Administration Board are achieved.

To be successful, you will be required to demonstrate exceptional administrative and organisational skills along with being a good communicator to be able to liaise with stakeholders including legal representatives, Community Corrections Officers, Courts, detainees/those subject to community-based orders and other justice agencies in relation to Sentence Administration Board matters.

A background in the criminal justice system, working with legal documentation and/or a knowledge of the court and/or criminal justice system would be a clear advantage as you will be required to quickly gain an understanding of complex legal and sentencing documentation.

Eligibility/Other Requirements:

Background / Security clearance checks will be conducted.

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

Notes: A merit list will be formed from this recruitment exercise and may be used to fill temporary vacancies within the unit.

How to Apply: Potential candidates should submit a one to two-page pitch outlining their professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements, and including any experience within the Criminal Justice or court system. A current curriculum vitae, including the names and contact details of two referees should also be included.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tina Nicholls (02) 6205 4605 Tina.Nicholls@act.gov.au

Corporate

Strategic Finance

Senior Director, Budgets

Senior Professional Officer Grade A \$153,041, Canberra (PN: 43117)

Gazetted: 27 October 2021

Closing Date: 10 November 2021

Details: Strategic Finance is seeking a motivated, well organised person who can lead a team to effectively perform the role and functions of Senior Director, Budgets. They should possess a very good understanding and have experience in public sector budget processes and financial frameworks, management accounting skills, excellent analytical ability and are client focused with high-level communication skills.

Strategic Finance is responsible for the analysis of current and emerging economic and financial issues, assisting in the development of the Directorate's budget strategy and specific budget proposals, providing advice on financial performance and trends, and assisting business unit managers with business specific financial needs.

The successful applicant will be required to:

Provide high level support and advice to the Chief Finance Officer and other business units within the Directorate;
Provide financial and performance management reporting and forecasts for various purposes including executive and ministerial purposes;

Coordinate and prepare Directorate financial reports including monthly management reports and annual budget and financial statements;

Lead a team to provide efficient and accurate advice to internal and external stakeholders;

Proactively liaise and negotiate with other agencies as required.

If you have any queries regarding the role, please contact Dragana Cvetkovski on 620 74389 or by email at dragana.cvetkovski@act.gov.au

How to Apply: Potential candidates should include a supporting statement of no more than two (2) pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description, a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dragana Cvetkovski (02) 6205 4389 Dragana.Cvetkovski@act.gov.au

Public Trustee and Guardian

Guardianship Unit

Principal Guardian

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 20341)

Gazetted: 26 October 2021

Closing Date: 2 November 2021

Details: The Public Trustee and Guardian is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community.

We have a permanent vacancy for a motivated and well organised professional to be appointed as Assistant Director in our Guardianship Unit.

Our Guardianship Unit provides guardianship services to adults in our community who have diminished ability to manage their affairs due to a physical, mental, psychological or intellectual condition. Guardianship services are provided under authority of an order of ACAT or Enduring Power of Attorney.

The successful candidate will have leadership responsibilities in the day-to-day administration of a busy multi-disciplinary team involved in the provision of guardianship services. This includes a sound understanding of Human Rights principles and their application, the ability to administer, apply and interpret legislation and work in a team. We are seeking a skilled and confident communicator with strong client service and management skills. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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 applications and referee reports only

How to Apply: Applicants should submit a two-page statement of claims, outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge components outlined in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Caldwell (02) 6207 9800 Denise.Caldwell@act.gov.au

Public Trustee and Guardian

Wills, Estates and Trusts Unit

Senior Estate and Trust Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 43733)

Gazetted: 26 October 2021

Closing Date: 9 November 2021

Details: The Public Trustee and Guardian is an ACT independent statutory office that provides trustee, guardianship, financial management and estate administration services to the ACT community.

We have a temporary opportunity for a motivated and well organised professional to act as Senior Estate and Trust Officer, leading an estate administration team in our Wills, Estates and Trusts Unit. This is a busy unit delivering a range of functions including deceased estate administration, preparation of Wills and Enduring Powers of Attorney, trust administration and the administration of confiscated criminal assets. We also help to raise awareness in the community about the importance of having a Will and to encourage more people to put arrangements in place.

This position would suit an applicant with a financial or accounting background or with a good understanding of the law of succession and estates.

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

Completion of or working towards a relevant qualification. Experience and/or understanding of taxation requirements, superannuation and investment strategies is highly desirable.

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

Notes: This is a temporary position available till August 2022 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. An order of merit may be established from this selection process which may be used to fill future identical vacancies at level over the next 12 months.

How to Apply: Interested applicants should submit a statement of no more than two pages providing demonstrated examples of how you meet the Professional/ Technical Skills/Knowledge and Behavioural Capabilities outlined in *What you Require* section of the Position Description. Please include a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alicia Beauchamp (02) 620 79800 alicia.beauchamp@act.gov.au

Office of the Director General

Executive Officer to the Deputy Directors-General

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 47155)

Gazetted: 25 October 2021

Closing Date: 8 November 2021

Details: The Justice and Community Safety Directorate is seeking a proactive and self-motivated person to work as the Executive Officer, to both the Deputy Director-General, Justice and the Deputy Director-General, Community Safety. The Executive Officer to DDG's provides high-level support to the Deputy Director's-General.

The successful applicant will prepare and/or coordinate briefings and correspondence as well as undertaking projects, conduct research and analysis. The Executive Officer to DDG's also proactively identifies priority issues requiring the Deputy Director-General's early attention and provides timely strategic and procedural advice on directorate and government matters.

The successful applicant will have a good knowledge, or capacity to quickly gain good knowledge, of the functions of the Directorate and a strong understanding of Cabinet, Ministerial, Legislative Assembly and government processes.

The applicant should also have highly developed organisational skills, a demonstrated ability to be proactive, flexible and to manage competing priorities while working under pressure and within tight timeframes in a dynamic work environment. The position also requires the highest degree of integrity and trust due to exposure to highly sensitive materials and classified documents.

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:

Possession of, or the ability to acquire, a Negative Vetting (NV 1) national security clearance.

The occupant of this role will be required to undergo a Police Check.

Notes: This is a temporary position available from December for 12 months only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit an application no longer than two pages outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge Components outlined in the Position Description. You should also provide a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer McNeill (02) 6205 3504 Jennifer.McNeill@act.gov.au

**Emergency Services Agency
Communications Centre
ComCen Duty Officer in Charge**

Technical Officer Level 4 \$88,899 - \$101,743, Canberra (PN: 36196, several)

Gazetted: 25 October 2021

Closing Date: 15 November 2021

Details: Are you looking to make a real and practical difference with your work? Do you enjoy a challenge? Willing to work within a fast-paced emergency environment?

A career at the ACT Emergency Services Agency may be what you're looking for...

The ACT Emergency Services Agency (ESA) is responsible for emergency management and related support arrangements in the Territory. The Agency's four operational services are ACT Ambulance Service, ACT Fire and Rescue, ACT Rural Fire Service and the ACT State Emergency Service.

The Emergency Communications Centre (ComCen) is unique, as it interacts with all areas of the ESA to coordinate the 24/7 emergency and non-emergency response services, including requests for ambulance, fire, and emergency service assistance.

The role of ComCen Duty Officer in Charge will be an integral part of leading the agency's initial responses, through various emergency situations. No two shifts will be alike, and you will be required to work in low demand times but be ready and prepared for the high demand times. Things that may occur during your shift include:

Reporting to the Commissioner and Executive

Liaising with the operational services Duty Officers

Ensuring the appropriate level of Agency coordination is given to incidents

Informing media releases related to incidents

Actioning Emergency Alerts/ Warnings to the ACT community

Coordination of Incident Management Teams and Emergency Coordination Centre.

+ much more.

This is a new and exciting position and if you think you have what it takes to be a part of the ESA's team of teams; then apply now!

Find out more at: <https://www.esa.act.gov.au/join-us/careers/emergency-communications-centre>

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

Eligibility/Other Requirements:

This role will require working shift work on a roster that covers 24 hrs per day and 7 days per week.

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

Note: 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 write a two page pitch addressing the Behavioural Capabilities; whilst relating answers to the Professional/Technical Capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Perusic (02) 6207 7126 Paul.Perusic@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Cultural Support Officer, Reintegration

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 43422)

Gazetted: 25 October 2021

Closing Date: 18 November 2021

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and conscientious individual to join the Offender Reintegration Unit as the Cultural Support Officer, Reintegration (ASO5).

The Cultural Support Officer will support detainees in their transition from the Alexander Maconochie Centre (AMC) to the community, providing reintegration assistance, applying case management methods and demonstrating culturally sensitive practices and attitudes in actively engaging Aboriginal and Torres Strait Islander detainees and their families.

In addition, you will have strong involvement in issues relating to Aboriginal and Torres Strait Islander peoples and provide cultural support to detainees in both the pre-release and post-release phase of their sentence.

To be successful, you will demonstrate an understanding of issues affecting Aboriginal and Torres Strait Islander peoples. You will also have strong communication skills necessary to build and maintain relationships with Aboriginal and Torres Strait Islander clients, Elders, stakeholders, and community members.

Eligibility/Other requirements:

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

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

Eligible persons may be required to undergo a Police Check.

A current driver's licence is essential.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Elisabetta Marin (02) 6205 2623 Elisabetta.Marin@act.gov.au

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Administrative Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 53474, several)

Gazetted: 22 October 2021

Closing Date: 5 November 2021

Details: Victim Support ACT (VS ACT) is seeking a highly motivated individual with excellent organisational and interpersonal skills to join our team at the Human Rights Commission. The role includes managing day-to-day administrative tasks to ensure the smooth operation of VS ACT. Such tasks will include direct client contact, engagement with community and government stakeholders, engagement with service providers and entry and analysis of data and information. This role will report to a VS ACT team leader.

Duties of the Administrative Officer include:

Respond to phone, email and written correspondence from clients and internal and external stakeholders.

Source and work with counsellors, therapeutic professionals and service providers to ensure people affected by violence receive assistance in accordance with scheme requirements.

Provide administrative and basic research support as required, including contributing to the delivery of community engagement activities.

Assist with financial management tasks.

Draft correspondence, reports and other documents.

Manage day-to-day administrative tasks relating to office operations including electronic filing, data entry, maintenance of induction procedures and asset and registration records.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position Contact Officer.

Eligibility/Other Requirements: Qualifications in social work, human services delivery, law, or related disciplines is highly desirable.

Note: Full-time permanent positions available immediately. 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: See the attached role description for further information regarding the duties and responsibilities. Interested applicants should send a two-page pitch with your curriculum vitae and the contact details of at least two referees. The two page 'pitch' should indicate your capacity to perform the duties and responsibilities outlined in the position description and outline how your abilities, experience and qualifications make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carol Benda 6205 2222 carol.benda@act.gov.au

ACT Emergency Services Agency

Business Support Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 12188)

Gazetted: 22 October 2021

Closing Date: 29 October 2021

Details: The ACT Emergency Services Agency is seeking a Business Support Officer to provide high-level operational and administrative support to the Executive Branch Manager and the broader team within the Finance Branch. The Business Support Officer will be highly organised and efficient, with excellent communication skills, and will be responsible for adeptly managing a busy Executive.

The Emergency Services Agency (ESA) is responsible for emergency management and related support arrangements in the Territory. The Agency's five operational services are ACT Ambulance Service, ACT Fire and Rescue Service, ACT Rural Fire Service, ACT State Emergency Service and the Communications Centre. The Agency's supporting business units are Capability, Coordination and Support, Risk and Planning, Public Information and Engagement and People, Culture and Training.

The Finance Branch is responsible for providing enabling corporate functions across the ESA to support operations, and to provide operational assistance where an Incident Management Team (IMT) is established.

Applications are sought for the position of Business Support Officer Finance Branch. The successful applicants will report directly to the Executive Branch Manager.

Eligibility/Other Requirements:

A collaborative, solutions-focused team member with excellent administrative, communication and organisational skills is required. Previous experience supporting senior government executives in a high-paced, dynamic environment is desirable. Previous experience or knowledge in finance is beneficial, but not essential.

Notes: This is a temporary position available immediately for three months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Suitability for this position will be assessed on your behaviour, knowledge, and skills in relation to the duties/responsibilities listed in the position description.

How to Apply: If you're interested in the role, please send through a one-page pitch with your curriculum vitae and contact details of at least two referees. The response should be written in the form of a pitch and should not specifically address the Selection Criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it relates to this position and its duties; and outline your ability, ingenuity, experience, and qualifications and how they make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robyn White (02) 6207 5279 Robyn.White@act.gov.au

Major Projects Canberra

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

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

CIT Campus - Woden Project

CIT Project Liaison and Community Stakeholder Engagement Officer

Senior Officer Grade A \$153,041, Canberra (PN: 49335)

Gazetted: 25 October 2021

Closing Date: 8 November 2021

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The ACT Government is investing in a purpose-built CIT campus and a new public transport interchange for Woden, stimulating the local economy and supporting the urban renewal of Canberra's southern hub.

CIT Campus – Woden will see a significant educational, community and transport facilities built in a central, well-connected part of Woden.

The CIT Campus - Woden Project Team is responsible for the planning and delivery of a new CIT Campus to be developed on the site of the existing Woden bus interchange and layover facilities. The project will also include development of a new transport interchange for buses and light rail alongside the new CIT Campus in Callam Street, Woden and supporting layover facilities in Launceston Street and in Easty Street.

The new CIT Campus at Woden will represent the largest single investment in CIT infrastructure and will create a future-proofed "Smart Campus" with innovative environmentally sustainable design and digital learning capability as well as contemporary face to face learning environments. The new world class campus facilities will provide students with a future focused campus experience, enhanced industry engagement, start-up incubation and a modernised urban realm for the Woden Community.

The project will also include a new building to be developed at the CIT Bruce Campus to accommodate a group currently located at CIT Reid.

The CIT Campus – Woden Project Team will lead the project planning, procurement, delivery and eventual transfer of the new facilities, in close consultation with CIT, the CIT Campus-Woden Project Board and other key stakeholders.

The CIT Project Liaison and Community Stakeholder Engagement Officer is responsible for leading MPC's liaison with the Canberra Institute of Technology (CIT) and managing community stakeholder engagement through the life of the CIT Campus-Woden Project.

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

Eligibility/Other Requirements

Desirable

A working knowledge of community and stakeholder liaison and engagement will be an advantage.

Relevant tertiary qualifications will be an advantage.

An understanding of the ACT Government and its operations will be desirable.

Notes: This is a temporary position available up to April 2025. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: John Hawkins (02) 6207 8402 john.hawkins@act.gov.au

Suburban Land Agency

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

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

Finance, Digital Solutions and Valuations

Commercial Finance

Senior Officer, Commercial Finance

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 51355)

Gazetted: 27 October 2021

Closing Date: 17 November 2021

Details: The Senior Officer, Commercial Finance will operate with a degree of independence while providing high level support to the Suburban Land Agency (the Agency) in support of achieving objectives.

Reporting to the Director, Commercial Finance, the Senior Officer's responsibilities include:

- Commercial accounting and financial support

- Implementing and maintaining financial and taxation policies
- Assessing the impact of new and emerging legislation
- Supporting all Tax Compliance activities
- Building effective relationships with internal and external stakeholders

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

How to Apply: Applications are sought from potential candidates for the position of Senior Officer, Commercial Finance. Applicants should submit a supporting statement, addressing the selection criteria, of not more than three A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Luke Beckett (02) 6205 1839 Luke.Beckett@act.gov.au

Development Delivery

Greenfields

Senior Development Manager

Infrastructure Officer 5 \$158,994, Canberra (PN: 18778, several)

Gazetted: 22 October 2021

Closing Date: 5 November 2021

Details: Do you have a passion for sustainable urban development and creating great places where communities thrive? Are you looking for a role that will make a real impact on the future development in the Canberra Region? The Suburban Land Agency's Greenfield Team has several positions available and seeks highly organised and motivated Senior Development Managers to lead the planning, design, and delivery of projects in that optimise the Territory's social, environmental and economic return on land development activities in the ACT.

As a Senior Development Manager, you will manage a team in the delivery of sustainable and people-focussed development fronts, neighbourhoods and mixed-use areas through complex land development programs and projects from concept design through to construction completion.

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

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

Hold a relevant building degree, or

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Tennent (02) 6205 4961 Simon.Tennent@act.gov.au

Transport Canberra and City Services

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

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

City Services

Road Maintenance / Environmental Services

Small Cell Coordinator

Infrastructure Officer 3 \$112,145 - \$123,104, Canberra (PN: 47184)

Gazetted: 27 October 2021

Closing Date: 10 November 2021

Details: Roads ACT are seeking suitable candidates for the role of Small Cell Coordinator. This role requires a motivated individual who can inspire, energise, and positively influence team and individual outcomes.

The role is responsible for managing a small team of project officers, overseeing the allocation of work, team performance and day-to-day streetlight small cell applications and processes.

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

Eligibility/Other Requirements: The successful candidate will have:

an Electrician Trade Certificate with significant building or infrastructure knowledge and/or project management experience.

an Electrical Engineering Degree (or similar).

Note: This is a temporary position available for a period of for nine months with 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: Shortlisting of candidates for interview based on your written application, which must include a response (maximum one page) to each Selection Criteria. Please also provide a current curriculum vitae and the names and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anand Joshi (02) 6205 4934 Anand.Joshi@act.gov.au

Chief Operating Officer Group

Governance and Ministerial Services

Ministerial Services Unit

Cabinet Liaison Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 00498)

Gazetted: 26 October 2021

Closing Date: 2 November 2021

Details: The Ministerial Services Unit (MSU) is responsible for the management and coordination of ministerial correspondence and briefings for the directorate, and the relationship with relevant Ministerial offices, including the Directorate Liaison Officer role. Provision of policy advice and coordination services for all matters relating to Cabinet and the Assembly, including Questions on notice and Question time briefs.

We are seeking applications from highly motivated and goal orientated people to fill the role of Cabinet Liaison Officer (CLO). The CLO reports to the Senior Director, Ministerial Services and works within a Ministerial, Assembly and Cabinet Services section within the Governance and Ministerial Services branch. The position will have significant contact with Transport and Canberra City Services (TCCS) officers, requiring a high degree of sensitivity, as well as a highly responsive approach in responding to tight deadlines.

The CLO in TCCS is responsible for reviewing all Cabinet submissions open for consultation and disseminating them to the relevant areas of TCCS for comment. The CLO works closely with line areas to help support their business and proactively facilitate TCCS submissions and comments on Cabinet submissions for other directorates.

Ideally, you will have the ability to:

1. Prepare detailed business forecasts and coordinate the distribution of the Directorate's Cabinet business.
2. Prepare Cabinet briefs and summaries for the Minister to take to Cabinet meetings on submissions relevant to the business of TCCS.
3. Co-ordinate and/or prepare directorate comments on Cabinet submissions.
4. Monitor and prepare briefings and provide advice in relation to Cabinet matters in accordance with the Cabinet Handbook.
5. Track and upload all Legislative instruments to the Legislation Register and liaise with the Parliamentary Counsel's Office.

Eligibility/Other Requirements:

Experience with Assembly, Cabinet and Ministerial processes.

Knowledge of the Transport Canberra and City Services Directorate.

Experience in managing sensitive and classified information in accordance with Cabinet protocols and the Protective Security Policy Framework (PSPF).

This position is a Designated Security Assessed Position and therefore, if you are selected for this position you will be required to gain and maintain a Negative Vetting 1, National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and application addressing the Selection Criteria setting out why you are the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Bourne (02) 6207 5495 Sarah.Bourne@act.gov.au

APPOINTMENTS

ACT Health

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

Kalyana Cherukuri, Section 68(1), 25 October 2021

Canberra Health Services

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

Lauren Albert, Section 68(1), 28 October 2021

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

Zoe Bourke, Section 68(1), 15 October 2021

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

Leslie Burmangit, Section 68(1), 28 October 2021

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

Chelsea Case, Section 68(1), 21 October 2021

Assistant in Nursing \$52,301 - \$54,070

Jaison KATHIRUKUNNEL JOHN, Section 68(1), 11 October 2021

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

Ashleigh McPhee, Section 68(1), 28 October 2021

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

Amelia Michelle, Section 68(1), 28 October 2021

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

Sophie O'Shea, Section 68(1), 28 October 2021

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

Christine Ostheimer, Section 68(1), 28 October 2021

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

Vivienne Prestidge, Section 68(1), 12 October 2021

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

Anu Upreti Dhital, Section 68(1), 28 October 2021

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

Heidi Young, Section 68(1), 28 October 2021

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

Lydia So, Section 68(1), 21 Oct 2021

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

Perrin Kwek, Section 68(1), 21 October 2021

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

Bhavna Harilal, Section 68(1), 26 October 2021

Chief Minister, Treasury and Economic Development

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

Mohammad Al Hassan, Section 68(1), 28 October 2021

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

Mehak CHANANA, Section 68(1), 25 October 2021

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

Benjamin Mathwin, Section 68(1), 20 December 2021

Community Services

Youth Worker 1 \$66,867 - \$71,963

Alex Adamecki, Section 68(1), 20 October 2021

Child and Youth Protection Professional Level 1 \$71,560 - \$89,693

Sarah Brice, Section 68(1), 25 October 2021

Youth Worker 1 \$66,867 - \$71,963

Walter Collins, Section 68(1), 20 October 2021

Youth Worker 1 \$66,867 - \$71,963

Madeleine Sanfrancesco, Section 68(1), 20 October 2021

Youth Worker 1 \$66,867 - \$71,963

Hamish Turton, Section 68(1), 20 October 2021

Education

School Assistant 3 \$56,858 - \$61,194

Nicole Butterworth, Section 68(1), 22 October 2021

School Assistant 2/3 \$50,184 - \$61,194

Stephanie Cooper, Section 68(1), 22 October 2021

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

Duncan Grey, Section 68(1), 15 October 2021

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

Briody Halder, Section 68(1), 25 October 2021

Environment, Planning and Sustainable Development

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

Peter Erland, Section 68(1), 27 October 2021

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

Emily Larkin, Section 68(1), 28 October 2021

Infrastructure Officer 5 \$158,994

Robert Walters, Section 68(1), 25 October 2021

Justice and Community Safety

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

Philip Dale, Section 68(1), 19 October 2021

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

Joanna Hernandez, Section 68(1), 1 November 2021

Major Projects Canberra

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

Rumana Shoilee, Section 68(1), 9 November 2021

Transport Canberra and City Services

Technical Officer Level 3 \$77,011 - \$87,032

Joelle Bakker, Section 68(1), 28 October 2021

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

Sandra Blakely, Section 68(1), 25 October 2021

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

Christine Fry, Section 68(1), 21 October 2021

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

Louise Kenna, Section 68(1), 25 October 2021

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

Yvette McKay, Section 68(1), 25 October 2021

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

Dipak Rathod, Section 68(1), 27 October 2021

TRANSFERS

Canberra Health Services

Tonia Sydney

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 52391) (Gazetted 11 August 2021)

Karen Taylor

From: Registered Nurse Level 2 \$94,409

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 16703) (Gazetted 19 August 2021)

Tracey Yee

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 26566) (Gazetted 2 August 2021)

Chief Minister, Treasury and Economic Development

Matthew Auhl

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

Environment, Planning and Sustainable Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 55661) (Gazetted 8 April 2021)

Environment, Planning and Sustainable Development

Waris Mughal

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

Education

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

Environment, Planning and Sustainable Development, Canberra (PN. 38892) (Gazetted 7 June 2021)

Transport Canberra and City Services

Shannon Walker

From: General Service Officer Level 9 \$77,011 - \$87,032

Transport Canberra and City Services

To: Technical Officer Level 3 \$77,011 - \$87,032

Transport Canberra and City Services, Canberra (PN. 17748) (Gazetted 21 July 2021)

PROMOTIONS

ACT Health

Digital Solutions Division

Information and Data Management

Information Management Hub

Mohammad Irfan Mohammad Yousaf

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

Chief Minister, Treasury and Economic Development

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

ACT Health, Canberra (PN. 43240) (Gazetted 4 February 2021)

**Health Systems Planning and Evaluation
Local Hospital Network Commissioning
Governance and Reporting
Katrina Porganyi**

From: Senior Officer Grade C \$111,887 - \$120,436
ACT Health
To: †Senior Officer Grade B \$131,773 - \$148,344
ACT Health, Canberra (PN. 52880) (Gazetted 30 August 2021)

Canberra Health Services

Michelle Blakely-Kidd

From: Administrative Services Officer Class 2 \$59,016 - \$65,167
Canberra Health Services
To: Administrative Services Officer Class 3 \$66,867 - \$71,963
Canberra Health Services, Canberra (PN. 14008) (Gazetted 15 September 2021)

Shannon Dougan

From: Senior Officer Grade C \$111,887 - \$120,436
Canberra Health Services
To: †Senior Officer Grade B \$131,773 - \$148,344
Canberra Health Services, Canberra (PN. 17546) (Gazetted 11 August 2021)

Canberra Health Services

Angela Edwards

From: Registered Nurse Level 2 \$94,409 - \$100,061
Canberra Health Services
To: †Registered Nurse Level 3.2 \$122,360
Canberra Health Services, Canberra (PN. 22409) (Gazetted 13 October 2021)

Lauren Parker

From: Registered Midwife Level 1 \$67,984 - \$90,814
Canberra Health Services
To: Registered Midwife Level 2 \$94,409 - \$100,061
Canberra Health Services, Canberra (PN. 29061) (Gazetted 1 July 2021)

Elizabeth Petering

From: Technical Officer Level 1 \$60,942 - \$63,894
Canberra Health Services
To: Technical Officer Level 2 \$65,966 - \$75,539
Canberra Health Services, Canberra (PN. 28908) (Gazetted 2 August 2021)

Canberra Health Services

Shannon Reeves

From: Administrative Services Officer Class 5 \$82,506 - \$87,331
Canberra Health Services
To: Administrative Services Officer Class 6 \$88,899 - \$101,743
Canberra Health Services, Canberra (PN. 51323) (Gazetted 14 May 2021)

Chief Minister, Treasury and Economic Development

**Digital, Data and Technology Solutions
Executive Office
Pamela Allsop**

From: Administrative Services Officer Class 6 \$88,899 - \$101,743
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$111,887 - \$120,436
Chief Minister, Treasury and Economic Development, Canberra (PN. 53155) (Gazetted 3 September 2021)

Courtney Furlong

From: Administrative Services Officer Class 3 \$66,867 - \$71,963
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$82,506 - \$87,331
Chief Minister, Treasury and Economic Development, Canberra (PN. 33741) (Gazetted 27 August 2021)

**Economic Development
Events ACT**

Rebecca Gaukroger

From: Administrative Services Officer Class 6 \$88,899 - \$101,743
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$111,887 - \$120,436
Chief Minister, Treasury and Economic Development, Canberra (PN. 31428) (Gazetted 5 July 2021)

**Policy and Cabinet
Social Policy Branch**

Nerida Gordon

From: Senior Officer Grade C \$111,887 - \$120,436
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$131,773 - \$148,344
Chief Minister, Treasury and Economic Development, Canberra (PN. 42863) (Gazetted 9 July 2021)

Access Canberra

Souphaphorn Richards

From: Administrative Services Officer Class 3 \$66,867 - \$71,963
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 \$74,237 - \$80,381
Chief Minister, Treasury and Economic Development, Canberra (PN. 12565) (Gazetted 13 July 2021)

Education

Business Services

Governance and Community Liaison

Christopher Aquilina

From: Senior Officer Grade B \$131,773 - \$148,344
Education
To: †Senior Officer Grade A \$153,041
Education, Canberra (PN. 42737) (Gazetted 21 September 2021)

Service Delivery and Design

Student Engagement

Amy Corrigan

From: Administrative Services Officer Class 6 \$88,899 - \$101,743
Education
To: †Senior Officer Grade C \$111,887 - \$120,436
Education, Canberra (PN. 36862) (Gazetted 29 September 2021)

School Performance and Improvement

Belconnen Network

Kingsford Smith School

Emily Davis

From: School Assistant 2 \$50,184 - \$55,413
Education
To: Administrative Services Officer Class 4 \$74,237 - \$80,381
Education, Canberra (PN. 53330) (Gazetted 8 October 2020)

Environment, Planning and Sustainable Development

Office of the Deputy Director-General, Planning and Sustainable Development

Isabella Cullen

From: Administrative Services Officer Class 5 \$82,506 - \$87,331
Environment, Planning and Sustainable Development
To: Administrative Services Officer Class 6 \$88,899 - \$101,743
Environment, Planning and Sustainable Development, Canberra (PN. 33237) (Gazetted 9 September 2021)

Corporate Services and Operations

Finance, Information and Assets

Strategic Finance

Fiona Zhang

From: Administrative Services Officer Class 6 \$88,899 - \$101,743
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$111,887 - \$120,436
Environment, Planning and Sustainable Development, Canberra (PN. 46772) (Gazetted 20 July 2021)

Justice and Community Safety

Legislation Policy and Programs

Justice Reform Branch

Daniel Duncan

From: Administrative Services Officer Class 3 \$66,867 - \$71,963
Justice and Community Safety
To: †Administrative Services Officer Class 4 \$74,237 - \$80,381
Justice and Community Safety, Canberra (PN. 53753) (Effective 28 October 2021)
This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021

Legislation, Policy and Programs

Governance and Business Support

Juliet Gray

From: Administrative Services Officer Class 3 \$66,867 - \$71,963
Justice and Community Safety
To: Administrative Services Officer Class 4 \$74,237 - \$80,381
Justice and Community Safety, Canberra (PN. 43859) (Gazetted 31 July 2020)

Lara O'Neill

From: Administrative Services Officer Class 3 \$66,867 - \$71,963
Justice and Community Safety
To: Administrative Services Officer Class 6 \$88,899 - \$101,743
Justice and Community Safety, Canberra (PN. 16038) (Gazetted 25 August 2021)

Emergency Services Agency

ACT Ambulance Service

Transformation and Capability Development

Robert Trevillion

From: Senior Officer Grade C \$111,887 - \$120,436
Justice and Community Safety

To: †Ambulance Manager Level 2 \$138,163 - \$145,516
Justice and Community Safety, Canberra (PN. 23907) (Gazetted 15 June 2021)

Major Projects Canberra

Infrastructure Delivery Partners
Commercial Project Management
Liam Lupton

From: Administrative Services Officer Class 2 \$59,016 - \$65,167
Major Projects Canberra
To: Infrastructure Officer 1 \$73,786 - \$87,181
Major Projects Canberra, Canberra (PN. 53783) (Gazetted 4 May 2021)

Suburban Land Agency

Suburban Land Agency
Finance, Valuations and Digital Solutions
Valuations and Advisory Services
Peter Davies

From: Senior Officer Grade C \$111,887 - \$120,436
Environment, Planning and Sustainable Development
To: †Senior Officer Grade B \$131,773 - \$148,344
Suburban Land Agency, Canberra (PN. 33701) (Gazetted 13 September 2021)

Suburban Land Agency
Program Solutions
Marketing
Todd Nowack

From: Administrative Services Officer Class 6 \$88,899 - \$101,743
Environment, Planning and Sustainable Development
To: †Senior Officer Grade C \$111,887 - \$120,436
Suburban Land Agency, Canberra (PN. 49660) (Gazetted 28 September 2021)

Suburban Land Agency
Built Form and Divestment
Built Form
Petra Oswald

From: Infrastructure Officer 5 \$158,994
Environment, Planning and Sustainable Development
To: †Infrastructure Manager/Specialist 1 \$170,489
Suburban Land Agency, Canberra (PN. 46370) (Gazetted 29 April 2021)

Transport Canberra and City Services

Chief Operating Officer
Employee Relations
Tomas Lawless

From: Senior Officer Grade C \$111,887 - \$120,436
Transport Canberra and City Services
To: †Senior Officer Grade B \$131,773 - \$148,344
Transport Canberra and City Services, Canberra (PN. 16197) (Gazetted 10 September 2021)