



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 28 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>

#### **Strategic Infrastructure Division**

#### **Strategic Infrastructure**

#### **Northside Hospital Project**

#### **Project Administration and Support Officer, Northside Hospital Project**

#### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 53638)**

Gazetted: 01 November 2021

Closing Date: 15 November 2021

**Details:** A Northside Hospital Project Team is being established within ACT Health's Strategic Infrastructure Division to lead the planning and identification of options to support the delivery of a new Northside Hospital. The team will explore service and infrastructure options that will ensure efficient, high quality health care services are available to residents across Canberra's north and the surrounding region.

The Project Administration and Support Officer will sit within the Project Governance stream of the Northside Hospital Project Team. The role will support the establishment and continuous improvement of governance and administrative systems and processes for the Project.

The role will plan for, prepare and coordinate responses to reporting activities across the Northside Hospital Project and will provide high level administrative support and advice to the broader Project Team on financial, project and government processes.

The role is suited to someone with excellent communication skills, a can-do attitude, who contributes to a positive workplace culture and enjoys achieving results.

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

**Notes:** This is a temporary position available for up to two years, with the possibility of extension and/or permanency. Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

**How to Apply:** Please provide:

your curriculum vitae;

a two-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the position description; and

the names and contact details of two referees.

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

Contact Officer: Alice West (02) 512 49284 [Alice.West@act.gov.au](mailto:Alice.West@act.gov.au)

#### **Digital Solutions Division**

#### **Technology Operations**

#### **Support, Architecture and Software Hub**

#### **Incident Manager**

#### **Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53766)**

Gazetted: 28 October 2021

Closing Date: 16 November 2021

**Details:** Are you an ICT Professional with proven experience working in a diverse, fast-paced environment? Are you up for a challenge? Do you have experience in incident and problem management? Do you want to drive organisation improvements by applying best practice principals?

The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic individual as the Incident Manager in the Technology Operations Branch. The Incident Manager will be responsible for the support day to day management of minor and major incidents, development of procedures and processes with considered risk mitigation strategies and education/training.

**Eligibility/Other Requirements:** This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be reassessed.

**Notes:** A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. On occasion this position will be required to provide technical support outside of usual business hours for emergency or urgent issues. This will be using either on-call or emergency overtime arrangements.

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

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

Contact Officer: Craig McMillan (02) 5124 9017 [Craig.McMillan@act.gov.au](mailto:Craig.McMillan@act.gov.au)

## **Strategic Infrastructure Division**

### **Strategic Infrastructure**

#### **Northside Hospital Project**

#### **Assistant Director, Land and Planning, Northside Hospital Project**

#### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52822)**

Gazetted: 29 October 2021

Closing Date: 12 November 2021

**Details:** A Northside Hospital Project Team is being established within ACT Health's Strategic Infrastructure Division to lead the planning and identification of options to support the delivery of a new Northside Hospital. The team will explore service and infrastructure options that will ensure efficient, high quality health care services are available to residents across Canberra's north and the surrounding region.

The Assistant Director, Land and Planning has the opportunity to drive and shape the future of health infrastructure in the Territory through contributing to the planning of a new hospital in Canberra's north. The position will provide advice and guidance on urban planning policy and land use strategy in an ACT context to support the planning and development of a new Northside Hospital.

We would like someone with an excellent understanding of urban planning policy and land use strategy in an ACT context. The role is suited to someone with excellent communication skills, a can-do attitude, who contributes to a positive workplace culture and enjoys achieving results.

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

**Notes:** This is a temporary position available for up to two years with the possibility of extension and/or permanency. Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

**How to Apply:** Please provide:

Your curriculum vitae;

a two-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the position description; and

the names and contact details of two referees

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

Contact Officer: Alice West (02) 512 49284 [alice.west@act.gov.au](mailto:alice.west@act.gov.au)

## **Corporate Services**

### **Corporate and Governance**

## **Strategic Finance**

### **Assistant Finance Manager**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 01768)**

Gazetted: 29 October 2021

Closing Date: 12 November 2021

**Details:** Strategic Finance is accountable for matters such as statutory reporting, internal management reporting, budget development and coordination, and ensuring ACT Health Directorate's accounting policies and procedures remain comprehensive and current. The branch is also responsible for cash management, capital accounting and reporting and is the liaison point between ACT Health and Share Services Finance for financial reporting, banking, and taxation management.

The Financial Reporting Team provides strategic financial support to the Directorate, ensuring effective, efficient, and accurate financial policy advice and financial reporting.

Under broad direction this position will play an important role in financial reporting with a particular focus on ledger balances, analysis, asset management and reconciliations. This position also provides financial management support and advice to Divisions within the ACT Health Directorate, the responsibility includes but is not limited to internal budget management, monthly performance analysis and financial forecast.

To be successful in this role you will have a high level of attention to detail, including proficient spreadsheet and analysis skills, sound communication skills, including the ability to resolve problems by enlisting resources, policies and technical financial support and the ability to manage deadlines and coordinate a variety of tasks.

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

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

Previous experience in a finance related role.

Experience in using Microsoft Office suite applications, with intermediate excel skills and have the ability of performing basic formulas.

High level of customer service, with consistently clear oral and written communication skills.

High level of organisation skills and ability to work under pressure.

#### **Highly Desirable:**

A degree level qualification (or progression towards) in accounting or relevant experience in a commensurate finance officer role.

Membership/progression towards ICAANZ or CPA.

Knowledge and experience in the use of ACT Governments financial systems (e.g., Oracle, Web and Excel TM1, APIAS, etc.).

**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 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 at least two referees, one of which is your current manager.

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

Contact Officer: Mei Lin Lam (02) 5124 9649 meilin.lam@act.gov.au

## **Strategic Infrastructure Division**

### **Strategic Infrastructure**

#### **Northside Hospital Project**

#### **Assistant Director, Communications, Northside Hospital Project**

#### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52829)**

Gazetted: 29 October 2021

Closing Date: 12 November 2021

**Details:** A Northside Hospital Project Team is being established within ACT Health's Strategic Infrastructure Division to lead the planning and identification of options to support the delivery of a new Northside Hospital. The team will explore service and infrastructure options that will ensure efficient, high quality health care services are available to residents across Canberra's north and the surrounding region.

The Assistant Director, Communications will support the Northside Hospital Project by developing, coordinating and implementing communications, consultation, and engagement activities associated with the project.

As a large health infrastructure project, significant stakeholder engagement will occur across government, with clinicians and the ACT community to ensure appropriate feedback is provided and considered throughout the Project's development. This role will be critical in ensuring consistent messaging and communications throughout the ongoing consultation and engagement of the project.

We are looking for an enthusiastic and motivated communication professional with experience in providing communications advice; successfully planning and implementing contemporary community engagement strategies; and a strong focus on maintaining effective working relationships with stakeholders at all levels. The role is suited to someone with excellent communication skills, a can-do attitude, who contributes to a positive workplace culture and enjoys achieving results. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Notes:** This is a temporary position available for up to two years, with the possibility of extension and/or permanency. Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

**How to Apply:** Please provide:

your curriculum vitae;

a two-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the position description; and

the names and contact details of two referees

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

Contact Officer: Alice West (02) 512 49284 Alice.West@act.gov.au

## **Strategic Infrastructure Division**

### **Strategic Infrastructure**

#### **Northside Hospital Project**

#### **Assistant Director, Design and Master Planning, Northside Hospital Project**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52824)**

Gazetted: 29 October 2021

Closing Date: 12 November 2021

**Details:** A Northside Hospital Project Team is being established within ACT Health's Strategic Infrastructure Division to lead the planning and identification of options to support the delivery of a new Northside Hospital. The team will explore service and infrastructure options that will ensure efficient, high quality health care services are available to residents across Canberra's north and the surrounding region.

The role has the opportunity to help shape the future of health infrastructure in the Territory through the design and master planning of a new hospital in Canberra's north. Working closely with specialist external consultants and health service providers, the Assistant Director will work within a small team to coordinate and deliver the design and master planning component of the Northside Hospital Project with a focus on collaboration and managing within program and cost. We would like someone with experience in planning and delivering health infrastructure projects, with knowledge and understanding of ACT Government procurement and contract management processes. But if you have a skill set that you think can be applied and the ability to learn quickly, we would still like to hear from you. The role is suited to someone with excellent communication skills, a can-do attitude, who contributes to a positive workplace culture and enjoys achieving results. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Notes:** This is a temporary position available for up to two years, with the possibility of extension and/or permanency. Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

**How to Apply:** Please provide:

your curriculum vitae;

a two-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the position description; and

the names and contact details of two referees

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

Contact Officer: Alice West (02) 512 49284 Alice.West@act.gov.au

**Health System Policy and Research**

**Public Health Protection and Regulation**

**Health Protection Service**

**Assistant Director - Surveillance and Reporting**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53690)**

Gazetted: 29 October 2021

Closing Date: 12 November 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. A COVID-19 Response Team has been created to deliver the public health response over a longer term.

The Assistant Director is responsible for leading a team to successfully monitor, collate and report on all aspects of the ACT Health COVID public health response and manage databases and systems related to COVID-19, including the use of analytical tools for surveillance, investigation, and public health management of COVID-19 in the Territory. The Assistant Director will take a leading role in developing and implementing improved and innovative reporting products as well as innovative data products for a range of consumers and ensure data systems meet operational needs. This position plays a key role in supporting the ACT's response to COVID-19 outbreaks in the ACT and interstate. The ability to lead a team to adapt to a fast paced and regularly changing environment will be essential.

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

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

**How to Apply:** If you are interested in this exciting position, you can apply by providing the following documents: a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the Position Description, your current 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: Kane Deering (02) 5124 6219 Kane.Deering@act.gov.au

**Strategic Infrastructure Division**

**Strategic Infrastructure**

**Northside Hospital Project**

**Assistant Director, Facility and Service Planning, Northside Hospital Project**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52826)**

Gazetted: 29 October 2021

Closing Date: 12 November 2021

**Details:** A Northside Hospital Project Team is being established within ACT Health's Strategic Infrastructure Division to lead the planning and identification of options to support the delivery of a new Northside Hospital. The team will explore service and infrastructure options that will ensure efficient, high quality health care services are available to residents across Canberra's north and the surrounding region.

The role has the opportunity to drive and shape the future of health infrastructure in the Territory through contributing to the development of health facility and service planning for a new hospital in Canberra's north. The position will contribute to development and completion of health service plans, health facility capital and asset planning, models of care and health planning unit briefs for the provision of public health services as related to the Northside Hospital Project.

We would like someone with experience in managing projects associated with health facility planning and/or health services development.

The role is suited to someone with excellent communication skills, a can-do attitude, who contributes to a positive workplace culture and enjoys achieving results.

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

**Notes:** This is a temporary position available for up to two years with the possibility of extension and/or permanency. Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

**How to Apply:** Please provide:

your curriculum vitae;

a two-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the position description; and

the names and contact details of two referees

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

Contact Officer: Alice West (02) 512 49284 [alice.west@act.gov.au](mailto:alice.west@act.gov.au)

### Health Systems, Policy and Research

#### Office of Professional Leadership and Education

#### Office of the Chief Nursing and Midwifery Officer

#### Executive Assistant

#### Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 52536)

Gazetted: 29 October 2021

Closing Date: 12 November 2021

**Details:** The Office of the Chief Nursing and Midwifery Officer is looking for an enthusiastic, motivated and skilled person to join our dedicated team. We work in a fast-paced environment, but we do like to enjoy ourselves at the same time. The Office is located in Bowes Street, Woden although at the moment we are working from home. The successful candidate's principal focus will be to provide Executive Assistant services to the Chief Nursing and Midwifery Officer.

**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 two-page written "pitch" responding to the Professional/Technical Skills and Behavioural Capabilities in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

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

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

### Health Systems Planning and Evaluation

#### LHN Commissioning

#### Governance and Reporting

#### Administration Officer

#### Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 53211)

Gazetted: 29 October 2021

Closing Date: 5 November 2021

**Details:** Are you fast on your feet and prepared for anything? Are you professional and extremely well-organised who enjoys a fast-paced environment with competing priorities?

The ACT Health Commissioning branch is recruiting an Administrative Officer to assist the branch with a range of duties. You will be highly motivated and a self-starter, with excellent attention to detail, and highly developed communication skills. Key responsibilities of the position are to support the Executive Branch Manager, which includes proactive diary management, coordinating and preparing meeting papers, responding to stakeholder enquiries, invoice processing and maintaining efficient and effective office systems. You will also support the wider branch with general administration duties. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

Experience in providing high level administration support, diary management and the ability to hit the ground running and learn as you go. Flexible and the ability to adapt to a fast moving environment.

Proven ability in a wide range of computer applications including Microsoft Office and HPRM/TRIM correspondence management and tracking. Sound judgement and the ability to manage sensitive matters appropriately, and strong attention to detail.

**Notes:** An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Currently ACT Health staff are temporarily working from home. Selection may be based on application and referee reports only.

**How to Apply:** To apply for this opportunity please submit the following:

A response to each selection criteria, no more than 300 words per criteria, telling the panel why you are the best person for this role by relating your experience and qualifications

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

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

Contact Officer: Sinead Clarke (02) 5124 9351 Sinead.Clarke@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.

## **Strategic Infrastructure Division**

### **Strategic Infrastructure**

#### **Northside Hospital Project**

##### **Director, Facility and Service Planning, Northside Hospital Project**

##### **Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52825)**

Gazetted: 29 October 2021

Closing Date: 12 November 2021

**Details:** A Northside Hospital Project Team is being established within ACT Health's Strategic Infrastructure Division to lead the planning and identification of options to support the delivery of a new Northside Hospital. The team will explore service and infrastructure options that will ensure efficient, high quality health care services are available to residents across Canberra's north and the surrounding region.

The Director, Facility and Service Planning has the opportunity to drive and shape the future of health infrastructure in the Territory through developing the health facility and service planning for a new hospital in Canberra's north. The position will manage a small team to develop and complete health service plans, health facility capital and asset planning, models of care and health planning unit briefs for the provision of public health services as related to the Northside Hospital Project.

We would like someone with experience in managing projects associated with health facility planning and/or health services development who is a proactive leader with a passion for healthcare and a desire to play a lead role in improving equitable access to health services in the ACT.

The role is suited to someone with excellent communication skills, is a strong collaborator with a can-do attitude, who contributes to a positive workplace culture and enjoys achieving results.

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:**

**Notes:** This is a temporary position available for up to two years, with the possibility of extension and/or permanency. Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

**How to Apply:** Please provide:

your curriculum vitae;

a two-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the position description; and

the names and contact details of two referees

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

Contact Officer: Alice West (02) 512 49284 Alice.West@act.gov.au

## **Strategic Infrastructure Division**

### **Strategic Infrastructure**

#### **Northside Hospital Project**

**Senior Director, Design and Master Planning, Northside Hospital Project**  
**Senior Officer Grade A \$153,041, Canberra (PN: 52823)**

Gazetted: 01 November 2021

Closing Date: 15 November 2021

**Details:** A Northside Hospital Project Team is being established within ACT Health's Strategic Infrastructure Division to lead the planning and identification of options to support the delivery of a new Northside Hospital. The team will explore service and infrastructure options that will ensure efficient, high quality health care services are available to residents across Canberra's north and the surrounding region.

We are seeking an enthusiastic strategic thinker who can contribute to a positive culture, work well with a wide range of people and agencies and comes to work with a positive attitude and delivery mentality.

The role provides the opportunity to drive and shape the future of health infrastructure in the Territory through planning and managing the design and master planning of a new hospital in Canberra's north. Working closely with specialist external consultants and health service providers, the Senior Director will have responsibility for coordinating and delivering the design and master planning component of the Northside Hospital Project with a focus on collaboration and managing within program and cost.

We would like someone with experience in managing, planning and delivering health infrastructure projects, but if you have a skill set that you think can be applied and the ability to learn quickly, we would still like to hear from you. Proven ability to manage projects to time and budget is important.

The role is suited to someone with excellent communication skills, a can-do attitude, who contributes to a positive workplace culture and enjoys achieving results.

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

**Note:** This is a temporary position available for up to two years, with the possibility of extension and/or permanency. Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

**How to Apply:** Please provide:

your curriculum vitae;

a two-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the position description; and

the names and contact details of two referees

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

Contact Officer: Alice West (02) 512 49284 [Alice.West@act.gov.au](mailto:Alice.West@act.gov.au)

**Digital Solutions Division**

**Technology Operations**

**Support, Architecture and Software Hub**

**Service Transition Manager**

**Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53767)**

Gazetted: 28 October 2021

Closing Date: 16 November 2021

**Details:** Are you an ICT Professional with proven experience working in a diverse, fast-paced environment? Are you up for a challenge? Do you have experience in incident and problem management? Do you want to drive organisation improvements by applying best practice principals?

The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic individual as the Incident Manager in the Technology Operations Branch. The Incident Manager will be responsible for the support day to day management of minor and major incidents, development of procedures and processes with considered risk mitigation strategies and education/training.

**Eligibility/Other Requirements:**

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

When required, this position will be required to provide technical support outside of usual business hours for emergency or urgent issues. This will be using either on-call or emergency overtime arrangements.

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

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

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

Contact Officer: Craig McMillan (02) 5124 9017 [Craig.McMillan@act.gov.au](mailto:Craig.McMillan@act.gov.au)

**Health Systems, Policy and Research  
Public Health Protection and Regulation  
COVID-19**

**Administrative Support Officer - COVID-19 Operations**

**Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 47821, several)**

Gazetted: 01 November 2021

Closing Date: 15 November 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. A COVID-19 Response Team was established to lead the public health response.

We are seeking temporary Administrative Support Officers to assist with the COVID-19 public health response, to work within teams to:

- support the senior leadership team

- undertake the effective management, and processing of exemption requests

- undertake contract tracing duties,

- support recruitment and workforce resourcing related activities

- undertake functions to identify and map exposure sites

Undertake other compliance and related activities supporting the Public Health Emergency Directions and the broader ACT Health Directorate.

We are looking for individuals who can work in an agile way, demonstrating exceptional customer service abilities, excellent verbal communication skills, experience with using databases, and be flexible and adaptable to a rapidly changing work environment.

**Eligibility/Other requirements:** Some roles may be required to work on a rostered shift arrangement. Weekend and after-hours work may also be required. Some of these roles may require working in high-risk environments such as a quarantine and/or testing sites, where evidence of an approved COVID-19 vaccination may be requested.

**Note:** Temporary contracts are to start ASAP to 30 June 2022, with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical, temporary, and casual vacancies over the next 12 months. This process may be used to fill temporary and permanent vacancies across the broader Directorate, and/or to establish a casual pool for surge activity. 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 applying, please provide a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the position description, your curriculum vitae and contact details for two referees, one being your current supervisor.

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

Contact Officer: Zoe Ivansson (02) 5124 6158 [zoe.ivansson@act.gov.au](mailto:zoe.ivansson@act.gov.au)

**Digital Solutions Division  
Technology Operations  
Clinical and Administrative Systems Hub  
Assistant Director**

**Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53696)**

Gazetted: 03 November 2021

Closing Date: 17 November 2021

**Details:** A new opportunity exists to work in a busy dynamic system administration team. We are looking for enthusiastic person who is keen to get involved in providing the ACT Health Directorate with quality system support. This role is critical to enabling the ACT Health Directorate to provide quality health care to our community.

The role of an Assistant Director within the Clinical and Administrative Systems Hub (CASH) will be a fast-paced and challenging, but you will be contributing to the quality support of the ACT Health systems and the transformational change currently being undertaken.

CASH within the Digital Solutions Division is responsible for managing and supporting the ACT Health Systems. This includes system administration duties, managing a small team of system administrators and maintaining effective relationships with the business areas.

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

**Eligibility/Other Requirements:** This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be reassessed.

**Notes:** This position is available for a period of 2 years with a possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

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

Contact Officer: Grant Clark (02) 5124 9028 [grant.clark@act.gov.au](mailto:grant.clark@act.gov.au)

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

### **Public Health Protection and Regulation**

#### **COVID-19**

#### **Administrative Support Officer, COVID-19 Operations**

#### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 49166, several)**

Gazetted: 01 November 2021

Closing Date: 15 November 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. A COVID-19 Response Team was established to lead the public health response.

We are seeking temporary Administrative Support Officers to assist with the COVID-19 public health response, to work within teams to:

- Support the senior leadership team

- Undertake the effective management, and processing of exemption requests

- Undertake contract tracing duties,

- Support recruitment and workforce resourcing related activities

- Undertake functions to identify and map exposure sites

- Undertake other compliance and related activities supporting the Public Health Emergency Directions and the broader ACT Health Directorate.

We are looking for individuals who can work in an agile way, demonstrating exceptional customer service abilities, excellent verbal communication skills, experience with using databases, and be flexible and adaptable to a rapidly changing work 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.

Note: Temporary contracts are to start as soon as possible until 30 June 2022 with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill identical temporary and permanent vacancies across the broader Directorate, and/or to establish a casual pool for surge activity. Some roles may be required to work on a rostered shift arrangement. Weekend and after-hours work may also be required. Some of these roles may require working in high-risk environments such as a quarantine and/or testing sites, where evidence of an approved COVID-19 vaccination may be requested.

Selection may be based on application and referee reports only.

**How to Apply:** If you are interested in applying, please provide a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, your curriculum vitae and contact details for two referees, one being your current supervisor.

Contact Officer: Zoe Ivansson (02) 5124 6158 [Zoe.Ivansson@act.gov.au](mailto:Zoe.Ivansson@act.gov.au)

**Health Systems, Policy and Research  
Public Health Protection and Regulation  
COVID-19**

**Assistant Director**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53764, several)**

Gazetted: 01 November 2021

Closing Date: 15 November 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. A COVID-19 Response Team has been created to deliver the public health response over a longer term.

The COVID-19 Response Team are seeking Assistant Directors to support the operational requirements within the Health Emergency Coordination Centre. The working environment is dynamic and fast-paced. As the COVID-19 situation evolves, the people, systems and processes will need to adjust accordingly, which will require the Assistant Directors to be responsive, outcomes focused and organised. The successful applicants will be responsible for planning, implementing and progressing critical elements to support achieving business outcomes in responding to the evolving nature of COVID-19. Applicants should have high level administrative, organisational, planning and leadership skills. You will require excellent verbal and written communication skills, be flexible and able to manage competing priorities while working under pressure and within 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. 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.

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

**How to Apply:** If you are interested in this exciting position, you can apply by providing the following documents: a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the Position Description, your current 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 51249923 [Jodie.Junk-Gibson@act.gov.au](mailto:Jodie.Junk-Gibson@act.gov.au)

**Health Systems, Policy and Research  
Public Health Protection and Regulation  
COVID-19**

**Administrative Support Officer, COVID-19 Operations**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 53433, several)**

Gazetted: 01 November 2021

Closing Date: 15 November 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. A COVID-19 Response Team was established to lead the public health response.

We are seeking temporary Administrative Support Officers to assist with the COVID-19 public health response, to work within teams to:

support the senior leadership team

undertake the effective management, and processing of exemption requests

undertake contract tracing duties,

support recruitment and workforce resourcing related activities  
undertake functions to identify and map exposure sites

Undertake other compliance and related activities supporting the Public Health Emergency Directions and the broader ACT Health Directorate.

We are looking for individuals who can work in an agile way, demonstrating exceptional customer service abilities, excellent verbal communication skills, experience with using databases, and be flexible and adaptable to a rapidly changing work 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:**

Undergo a pre-employment National Police Check.

Be available for weekend and shift work.

Work onsite at a range of locations, or through working from home arrangements.

May require working in high-risk environments such as quarantine and/or testing sites, where evidence of an approved COVID-19 vaccination may be requested.

**Note:** There are several temporary positions available immediately until 30 June 2022 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical, temporary, and casual vacancies over the next 12 months.

**How to Apply:** If you are interested in applying, please provide a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, your curriculum vitae and contact details for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Zoe Ivansson (02) 5124 6158 [zoe.ivansson@act.gov.au](mailto:zoe.ivansson@act.gov.au)

**Health Systems, Policy and Research**

**Public Health Protection and Regulation**

**COVID-19**

**Senior Director**

**Senior Officer Grade A \$153,041, Canberra (PN: 53760, several)**

Gazetted: 01 November 2021

Closing Date: 8 November 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. A COVID-19 Response Team has been created to deliver the public health response over a longer term. The COVID-19 Response Team are seeking Directors to lead the operational requirements within the Health Emergency Coordination Centre. The working environment is dynamic and fast-paced. As the COVID-19 situation evolves, the people, systems and processes will need to adjust accordingly, which will require the Senior Directors to be highly responsive, outcomes focused and organised. The successful applicants will be responsible for overseeing, leading, and progressing critical elements to support achieving business outcomes in responding to the evolving nature of COVID-19. Applicants should have high level administrative, organisational, planning and leadership skills, and a proven record of successfully delivery of outcomes. You will require excellent verbal and written communication skills, demonstrated critical thinking ability, be flexible and able to manage competing priorities while working under pressure and within 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.

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

**How to Apply:** If you are interested in this exciting position, you can apply by providing the following documents: a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the Position Description, your current 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: Cherie Hughes (02) 6205 8316 [Cherie.Hughes@act.gov.au](mailto:Cherie.Hughes@act.gov.au)

**Health Systems, Policy and Research  
Public Health Protection and Regulation  
COVID-19**

**Director**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 53762, several)**

Gazetted: 01 November 2021

Closing Date: 8 November 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. A COVID-19 Response Team has been created to deliver the public health response over a longer term.

The COVID-19 Response Team are seeking Directors to lead the operational requirements within the Health Emergency Coordination Centre. The working environment is dynamic and fast-paced. As the COVID-19 situation evolves, the people, systems and processes will need to adjust accordingly, which will require the Directors to be responsive, outcomes focused and organised. The successful applicants will be responsible for planning, leading and progressing critical elements to support achieving business outcomes in responding to the evolving nature of COVID-19. Applicants should have high level administrative, organisational, planning and leadership skills. You will require excellent verbal and written communication skills, demonstrated critical thinking ability, be flexible and able to manage competing priorities while working under pressure and within 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.

**Notes:** There are several temporary positions available immediately for a period of 6 months with the possibility of extension up to 12 months. 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:** If you are interested in this exciting position, you can apply by providing the following documents: a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the Position Description, your current 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: Cherie Hughes (02) 6205 8316 Cherie.Hughes@act.gov.au

**Health Systems, Policy and Research  
Public Health Protection and Regulation  
COVID-19**

**Administrative Support Officer, COVID-19 Operations**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 47148, several)**

Gazetted: 01 November 2021

Closing Date: 15 November 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. A COVID-19 Response Team was established to lead the public health response.

We are seeking temporary Administrative Support Officers to assist with the COVID-19 public health response, to work within teams to:

support the senior leadership team

undertake the effective management, and processing of exemption requests

undertake contract tracing duties,

support recruitment and workforce resourcing related activities

undertake functions to identify and map exposure sites

Undertake other compliance and related activities supporting the Public Health Emergency Directions and the broader ACT Health Directorate.

We are looking for individuals who can work in an agile way, demonstrating exceptional customer service abilities, excellent verbal communication skills, experience with using databases, and be flexible and adaptable to a rapidly changing work 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:**

Undergo a pre-employment National Police Check.

Be available for weekend and shift work.

Work onsite at a range of locations, or through working from home arrangements.

May require working in high-risk environments such as quarantine and/or testing sites, where evidence of an approved COVID-19 vaccination may be requested.

**Note:** There are several temporary positions available immediately until 30 June 2022 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical, temporary, and casual vacancies over the next 12 months.

**How to Apply:** If you are interested in applying, please provide a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, your curriculum vitae and contact details for two referees, one being your current supervisor.

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

Contact Officer: Zoe Ivansson (02) 5124 6158 [zoe.ivansson@act.gov.au](mailto:zoe.ivansson@act.gov.au)

**Population Health**

**Executive Group Manager, Population Health Division**

**Executive Level 2.3 \$311,959 - \$324,457 depending on current superannuation arrangements, Canberra (PN: E1217)**

Gazetted: 02 November 2021

Closing Date: 9 November 2021

**Details:** An opportunity exists for the temporary filling of the new role of Executive Group Manager, Population Health Division.

The role offers an excellent opportunity to influence the health of the ACT population, by applying best practice population health principles to the ACT Government's programs and services. This role will be key in ensuring cohesive approaches across all work undertaken both within the Division and across the broader Directorate and the Territory. The role requires capacity to build strong relationships, meet Government and ACT Health priorities, deal with complex matters within tight deadlines, and have a strong commitment to providing high quality population health services and programs in accordance with the values of ACT Health.

To be successful in this position, you will have a demonstrated track record of successfully leading a policy and program team in a complex environment.

Reporting to the Director-General, the Executive Group Manager Population Health Division, will be responsible for:

Promoting and driving population policy initiatives and reforms across the Territory to improve health outcomes for the community.

Driving policy development, strategic planning, and project management, including managing contracts and grants with non-government organisations, engaging in National discussions in relation to population health policy and research, and influencing positive population health outcomes through evidence-based research and initiatives.

Providing leadership and professional direction to senior technical staff in a wide range of disciplines involved in population health programs.

Monitoring emerging policy and political trends to identify opportunities for population health research to inform policy change at the local and national level.

Leading research and innovation that enhances the health and wellbeing of the community across the continuum of care, including

coordinating and managing research ethics and governance,

managing compliance and operations of pre-clinical laboratories to support the activities of researchers and students and partner institutions.

Ensuring a citizen focus in all aspects of the Divisions work, including high-level liaison with external agencies to develop partnerships to assist success in program and service outcomes.

Advising senior management of issues and/or risks to stakeholder relationships as soon as they arise so risks can be managed effectively.

Providing high level strategic advice to the Minister and Director-General related to the functional areas of accountability for the position.

Championing and driving change in a challenging, complex, and dynamic environment.

Building and maintaining strategic partnerships across Commonwealth, State and ACT government and agencies, and with industry and stakeholders to secure their involvement and support in the development and implementation of high level, strategic policy.

Undertake the non-legislative, executive management of the new Division, comprising three branches - Preventive and Population Health (PPH), the Centre for Health and Medical Research (CHMR), Health Protection Services (HPS), and two business units - Alcohol and Other Drug Policy and Epidemiology.

**Note:** Selection may be based on written application and referee reports only.

**Remuneration:** The position attracts a remuneration package ranging from **\$311,959 - \$324,457** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$249,963**.

**Contract:** The successful applicant will be placed on a short-term contract immediately until 1 March 2022.

**How to Apply:** Please provide a maximum of a two-page pitch describing your experience against the Executive Capabilities.

**Applications should be sent to the Contact Officer.**

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

## **Policy, Partnerships and Programs**

### **Health Policy and Strategy Branch**

#### **Assistant Director**

**Administrative Services Officer Class 6/Senior Officer Grade C \$88,899 - \$120,436, Canberra (PN: 20692, several)**

Gazetted: 02 November 2021

Closing Date: 16 November 2021

**Details:** The Health Policy and Strategy Branch is seeking two enthusiastic policy officers with well-developed interpersonal, communication and liaison skills to fill two temporary vacancies starting immediately. These are exciting opportunities to contribute to the design, development, implementation and evaluation of health policies and programs. The ideal candidates will have a policy and/or program management background, and be confident in engaging with community stakeholders.

Sitting within the Policy, Partnerships and Programs Division, the Health Policy and Strategy Branch leads engagement with the policy cycle and is usually the first point of response for matters referred to the Division for action and advice for the Minister for Health. The Branch provides advice to ministers on strategic health policy, and drives system wide policy and strategy in areas such as primary care, chronic conditions and integrated care, maternal, child and family health, disability, and aged and palliative care.

Working in the branch in these two temporary positions you will:

support the planning, development and implementation of public health policies and strategic activities;

in consultation with section managers, provide high-level policy advice on current and emerging public health issues;

represent the Directorate in liaison and negotiation with consumers, community partners, other agencies and other governments; and

prepare briefings, correspondence, minutes, discussion papers and reports as required.

To be successful in this position, you will have:

strong written and oral communication skills;

well-developed interpersonal skills;

an understanding of the major public health issues facing the ACT population; and

an ability to operate in a complex and dynamic environment with minimal supervision.

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

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

Preferred, but not essential: Relevant experience and/or tertiary qualifications in a relevant field. Experience working in a human services policy setting.

**Notes:** There are two temporary positions available.

10-11 months temporary position, available immediately

Minimum six months temporary position, available immediately, with the possibility of extension up to a maximum of 10-11 months.

These positions will be filled at either the ASO6 or SOGC level depending on skills and experience. Officers at a substantive ASO6 level are encouraged to apply. 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 that under COVID-19 restrictions, our workforce is currently working from home wherever possible.

**How to Apply:** Please provide a maximum one-page pitch outlining the skills and experience you would bring to the position. Please use the attached Position Description and Selection Criteria to assist with your submission. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

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

Contact Officer: Rowan Ford (02) 0404404868 Rowan.Ford@act.gov.au

#### Health Systems Policy and Research

##### Public Health Protection and Regulation

##### Senior HR Administrative Support Officer

##### Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 49649)

Gazetted: 02 November 2021

Closing Date: 9 November 2021

**Details:** The ACT Health Directorate are seeking applications from highly motivated and experienced individuals to fill the position of Senior HR Administrative Support Officer to support the COVID-19 Health Emergency Control Centre (HECC) team. The successful candidate will be working in a fast paced and high-volume area, being the first point of contact for the HECC staff seeking advice on a range of HR matters including recruitment, onboarding, and rostering. This position is an outposted member of the People Strategy team and is responsible for overseeing a small team of HR Administrative Support Officers. The Senior HR Administrative Support Officer has primary responsibility for administering the electronic timekeeping system (Kronos) for the Directorate.

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

**Eligibility/Other Requirements:** The successful applicant will be required to undergo a pre-employment National Police Check. Experience using electronic rostering/timekeeping systems (e.g. 'Kronos') is highly desirable.

**Note:** This is a temporary position available immediately until 30 June 2022 with the possibility of extension up to 12 months or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Selection may be based on application and referee reports only.

**How to Apply:** Interested applicants should submit three documents: a pitch of no more than two pages paying particular attention to the 'What you Require' section of the Position Description, a current curriculum vitae and contact details of two referees, one being a current supervisor.

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

Contact Officer: Caroline Brighenti (02) 5124 9943 Caroline.Brighenti@act.gov.au

#### Health Systems Policy and Research

##### Public Health Protection and Regulation

##### Health Protection Service

##### Rostering Support Officer

##### Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 51427)

Gazetted: 02 November 2021

Closing Date: 16 November 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. A COVID-19 Response Team has been created to deliver the public health response over a longer term.

The Rostering Support Officer will undertake a range of duties that will support the workforce within the Health Emergency Coordination Centre. This will include duties such as supporting the senior leadership team with the rostering of staff within the HECC, assisting with recruitment and workforce resourcing related activities and other related activities supporting the Public Health Emergency Directions. The role will also involve collaboration and consultation with a wide range of 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.

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

**How to Apply:** If you are interested in this exciting position, you can apply by providing the following documents: a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the Position Description, your current 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: Caroline Brighenti (02) 5124 9943 Caroline.Brighenti@act.gov.au

## Digital Solutions Division

### Technology Operations

### Technology Operations

### Senior Systems Support Officer

### Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 53695, several)

Gazetted: 03 November 2021

Closing Date: 17 November 2021

**Details:** Are you an ICT Professional with proven experience working in a diverse, fast-paced environment? Are you up for a challenge? Do you have experience supporting ICT systems or infrastructure? Do you want to work with a team of absolute rock stars responsible for supporting and maintaining ACT Health's broad swathe of systems that support the ACT public health system?

The Digital Solutions Division within ACT Health is looking to hire several suitably qualified and energetic individuals as Systems Support Officers in the Technology Operations Branch. The Systems Support Officer will be responsible for the operational support of assigned system/s and infrastructure used by ACT Health, Canberra Health Services and Calvary Public Hospital Bruce, including providing technical support services to ACT Health project teams and undertaking technical or other project tasks.

**Eligibility/Other Requirements:** This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be reassessed.

When required, this position will be required to provide technical support outside of usual business hours for emergency or urgent issues. This will be using either on-call or emergency overtime arrangements.

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

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

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

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

## Corporate and Governance

### Governance and Risk

### Governance and Compliance

### Governance Officer

### Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 46512)

Gazetted: 03 November 2021

Closing Date: 17 November 2021

**Details:** The ACT Health Directorate is seeking a collaborative, solutions-focused team member with excellent administrative, communication and organisational skills to join the Governance and Compliance Team.

In this temporary position, your role will be to support the development and management of compliance and governance systems for the Directorate. This will include maintenance of governance systems and registers;

building and maintaining positive professional relationships across the Directorate; enabling business area participation in the compliance program; maintaining an Intranet site and associated key support resources; and providing operational support to the Executive Branch Manager. There will also be opportunities to contribute to the broader governance responsibilities of the Branch (including freedom of information, risk and audit related activities).

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 Governance and Risk Branch are currently working exclusively from home and have been required to work from home for extended periods during the public health emergency. It is expected that this role will commence in a remote working environment.

Pre-employment National Police check.

**Note:** This is a temporary position available immediately until 29 July 2022, with the possibility of extension up to 12 months. 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:** Please submit a written application of no more than two pages addressing the professional skills/knowledge and behavioural capabilities that form the selection criteria. In a separate document, please also provide a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Buik 5124 9935 [Jessica.Buik@act.gov.au](mailto:Jessica.Buik@act.gov.au)

## **Strategic Infrastructure Division**

### **Strategic Infrastructure**

#### **Northside Hospital Project**

#### **Director, Secretariat and Governance, Northside Hospital Project**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52828)**

Gazetted: 01 November 2021

Closing Date: 15 November 2021

**Details:** A Northside Hospital Project Team is being established within ACT Health's Strategic Infrastructure Division to lead the planning and identification of options to support the delivery of a new Northside Hospital. The team will explore service and infrastructure options that will ensure efficient, high quality health care services are available to residents across Canberra's north and the surrounding region.

The Director, Secretariat and Governance will manage a small team to provide project governance, reporting and communications support to the Northside Hospital Project. The role is critical in developing, implementing, and ensuring continuous improvement of governance and administrative systems and processes for the Project.

The role will provide oversight and secretariat services for key committees and groups of the Northside Hospital Project and will coordinate and prepare high level strategic advice on strategic, administrative and operational matters to assist in decision making.

We are looking for an enthusiastic team player who is results driven and has the skills to build trusted working relationships with our stakeholders.

The role is suited to someone with excellent communication skills, a can-do attitude, who contributes to a positive workplace culture and enjoys achieving results.

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

**Note:** This is a temporary position available for up to two years, with the possibility of extension and/or permanency. Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

**How to Apply:** Please provide:

your curriculum vitae;

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

the names and contact details of two referees.

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

Contact Officer: Alice West (02) 512 49284 [Alice.West@act.gov.au](mailto:Alice.West@act.gov.au)

**Calvary Public Hospital Bruce**

**Calvary Public Hospital Bruce**

**COVID Registration Desk**

**Registration Administrative Officer**

**Administrative Services Officer Class 2/3 \$59,016 - \$71,963, Canberra (LP8995)**

Gazette Date: 02 November 2021

Closing Date: 03 November 2021

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

Reference Number: 17102

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

Contact Officer: Andrew Lomu (02) 6201 6111 [andrew.lomu@calvary-act.com.au](mailto:andrew.lomu@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Nursing and Midwifery**

**Personal Assistant to Nursing and Midwifery Directors**

**Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (LP6815)**

Gazette Date: 02 November 2021

Closing Date: 07 November 2021

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

Reference Number: 17084

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

Contact Officer: Andrea Moore [andrea.moore@calvary-act.com.au](mailto:andrea.moore@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Clinical Incident and Consumer Feedback Coordinator**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (LP8189)**

Gazette Date: 02 November 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: 17123

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

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

**Calvary Public Hospital Bruce**

**Assistant in Nursing**

**Assistant in Nursing \$52,301 - \$54,070, Canberra (600924)**

Gazette Date: 02 November 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: 17080

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

Contact Officer: Marcia Neilson [marcia.neilson@calvary-act.com.au](mailto:marcia.neilson@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**ICU/ CCU**

**Clinical Development Nurse Critical Care (ICU CCU)**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (LP8820)**

Gazette Date: 02 November 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: 17070

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

Contact Officer: Rachel Longhurst [rachel.longhurst@calvary-act.com.au](mailto:rachel.longhurst@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**ICU/CCU**

**Registered Nurse Level 1 - Transition to Critical Care**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (LP8100)**

Gazette Date: 02 November 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: 16983

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

Contact Officer: Rachel Longhurst [rachel.longhurst@calvary-act.com.au](mailto:rachel.longhurst@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Specialist Outpatient Clinic**

**Administration Officer - Specialist Outpatient Clinic**

**Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (LP6664)**

Gazette Date: 02 November 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: 17090

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

Contact Officer: Caitt Fraser [caitlin.fraser@calvary-act.com.au](mailto:caitlin.fraser@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Endoscopy Suite**

**Enrolled Nurse - Endoscopy Suite**

**Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (LP7397)**

Gazette Date: 02 November 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: 17019

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

Contact Officer: Jennifer Cain (02) 6201 6887 [jennifer.cain@calvary-act.com.au](mailto:jennifer.cain@calvary-act.com.au)

**Canberra Health Services**

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

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

**Clinical Services**

**Women, Youth and Children**

**Neonatology**

**Neonatal Intensive Care Unit**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 20184 - 01Y4N)**

Gazetted: 01 November 2021

Closing Date: 18 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 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**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet 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) 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

**Note:** This is a temporary full-time position available for a period of six months with the possibility of extension. Part time hours will be considered.

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

Contact Officer: Lori Grlj (02) 5124 7333 [lori.grlj@act.gov.au](mailto:lori.grlj@act.gov.au)

#### **Clinical Services**

##### **Medicine**

##### **Respiratory and Sleep**

##### **Specialist / Senior Specialist - Respiratory and Sleep Medicine**

##### **Specialist Band 1-5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 53720, 53721 - 01YSC)**

Gazetted: 28 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

#### **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](mailto:dean.medicalschool@anu.edu.au)

The Department of Respiratory and Sleep Medicine (DRSM) provides both inpatient and outpatient services to the ACT and surrounding region. The department manages approximately 1,300 in-patient admissions annually. The department receives around 2,000 referrals per year for outpatient medical clinics. Our service includes the full range of care including respiratory and sleep diagnostic investigations and therapeutic interventions, interventional bronchoscopy (including EBUS) and specialised services for sleep disorders, TB, cystic fibrosis, severe asthma, interstitial lung disease and respiratory infections.

Applications are invited for staff specialist positions (part-time). The allocation of hours will be determined on the availability of successful applicants, service demand and requirements.

**Note:** These two positions are for part-time permanent appointment and the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only. The successful candidates will need to be available to participate in DRSM weekend and after-hours work.

**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:**

***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 Australasian College of Physicians (FRACP) in Respiratory. Candidates should have completed advanced training in Sleep Medicine or be prepared to work towards post FRACP training in Sleep Medicine.

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.

**Additional Information:**

Requirements for fractional on-call will be subject to clinical operational requirements and will be negotiated at the time of appointment on an individual basis.

Approval for second job will need to be submitted annually. Commitment to second job must not impact on the agreed clinical duties of the specialist at Canberra Hospital.

Adherence to agreed attendance hours including agreement to annual job planning for clinical operational requirements.

It is expected that approximately 80% of attendance time will be focused on substantive clinical service delivery role, and approximately 20% to non-clinical duties.

Significant experience with expert clinical judgement in bronchoscopy (including advanced interventional techniques) would be required for candidates who are to undertake these procedures.

It is expected that the successful applicant will have a track record as a successful member of a clinical team and demonstrate a strong commitment to teaching at all levels including medical, nursing, and allied health professional staff.

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

Contact Officer: Dr Carol Huang and Dr. John Nicholls (02) 5124 2066 carol.huang@act.gov.au

**Rehabilitation, Aged and Community Services**

**Oral Health Services**

**Oral Health Services**

**Dental /Oral Health Therapist**

**Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 13462, several - 01YY3)**

Gazetted: 02 November 2021

Closing Date: 18 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 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/> Oral Health Services provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra. These services include dental assessments, preventive and restorative treatments and health promotion. Staff work from community health centres and outreach facilities.

**About You**

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

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

**Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

Well-developed critical thinking and self-reflection skills

Promote a commitment to high quality customer service principles, practices and attributes

**Position Requirements/Qualifications:**

**Mandatory:**

Unconditional registration as a dental therapist or oral health therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum of 12 months paid clinical experience as a qualified dental practitioner

Holder of a Licence Certificate with ACT Radiation Council.

**Desirable:**

Working experience in the public oral health sector.

Possess a Working with Vulnerable Peoples (WWVP) card

Hold a current drivers licence.

Adult Restorative Scope all ages.

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:** There are several Permanent full time, temporary full time for 12 months and temporary part time for 12 months positions available. The full-time salary noted above will be paid pro-rata. Part time hours to be discussed.

Contact Officer: Trish Mason (02) 512 41177 [trish.mason@act.gov.au](mailto:trish.mason@act.gov.au)

**Division of Nursing and Midwifery and Patient Support Services**

**CHS Nursing and Midwifery and Patient Support Services**

**Operations Manager**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 05359, several - 01YTK)**

Gazetted: 01 November 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/> Nursing and Midwifery and Patient Support Services division comprises a range of support services across the clinical divisions which includes E-rostering unit, Infection Prevention and Control Unit, Nursing and Midwifery Resource Office, and Patient Support Services.

Patient Support Services provides support for the patients of Canberra Hospital through a range of services which includes Wards persons, Hospital Assistants, Central Equipment and Courier Service, Ward Clerks and Patient Liaison and Admission Team.

The Operations Manager is responsible to the Director, Patient Support Services (PSS). The primary function of the Operations Manager is to manage the day-to-day operation of sub-section of PSS ensuring that services meet client and organisational needs. There may be operational requirements to undertake the role managing other portfolios within PSS.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

Strong communication skills and a high attention to detail.

Strong leadership and management skills.

Possess, or capacity to quickly acquire skills, qualifications, and knowledge in the operational setting, conduct preliminary assessments writing or conflict resolution.

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

Experience in human resource management, preferably in Healthcare or operational setting.

Tertiary qualifications or equivalent in a health or related discipline is highly desirable.

Working with Vulnerable people (WWVP).

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.

#### **NOTES**

There are several temporary positions available for three months with possibility of extension. Applicants are encouraged to seek further information from the contact officer. Please take care when submitting your application. As offers of appointment may be considered on application only

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

Contact Officer: Rodney Chandler (02) 5124 2980 [Rodney.Chandler@act.gov.au](mailto:Rodney.Chandler@act.gov.au)

### **Cancer and Ambulatory Support**

#### **Nursing and Midwifery**

#### **Clinical Nurse Consultant Radiation Oncology**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22384 - 01YXM)**

Gazetted: 02 November 2021

Closing Date: 16 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 role encompasses three clinical areas. Radiation Oncology provides radiation therapy to inpatients and outpatients, including Brachytherapy, a Nurse Led Clinic and patients undergoing concurrent radiation and chemotherapy. The Cancer Rapid Assessment Unit has a multidisciplinary team which provides a dedicated point of access for cancer patients who have urgent care needs related to their cancer diagnosis or the treatment they are receiving, as an alternative to attending the emergency department. Level 2 Outpatient Clinics conduct all

Medical Oncology, Immunology and Haematology outpatient appointments for patients under the care of Immunologists, Medical Oncologists and Haematologists.

The Clinical Nurse Consultant (CNC) is responsible for the maintenance and upholding standards of nursing care within the Radiation Oncology, Cancer Rapid Assessment Unit and Level 2 Outpatients Unit, including human and financial management. This involves fostering an environment which actively encourages the development of expert nursing skills and professional development within the area, supporting a positive workplace culture and environment.

This position is responsible for driving service innovation and for the development of models of care for enhanced service provision. The position is Monday to Friday, business hours with some flexibility required.

#### **About You**

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

#### **Behavioural Capabilities**

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

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

Relevant post graduate qualification (or equivalent) in Radiation Oncology or Medical Oncology Nursing or similar qualifications and a minimum of five years' experience working professionally in cancer services is preferred. Post graduate qualification in Leadership (or equivalent) and demonstrated experience in successfully leading a team

The successful applicant will be registered (or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

Contact Officer: Julianne Siggins 0412 501 716 [julianne.siggins@act.gov.au](mailto:julianne.siggins@act.gov.au)

#### **Allied Health**

##### **Acute Allied Health**

##### **Nutrition**

##### **Dietitian - New Graduate**

**Health Professional Level 1 \$64,531 - \$84,544, Canberra (PN: 17383, several - 01YXG)**

Gazetted: 02 November 2021

Closing Date: 16 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 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.

These are new graduate positions available to new graduates of undergraduate or postgraduate programs in the study of Nutrition and Dietetics. Two temporary full time positions available for a period of 12 months. This position may be required to participate in overtime, on call, and rotation roster. Some weekend and public holiday duty will be required. An order of merit list may be established from this recruitment which may be used to fill any arising vacancies at level in the following 12 months.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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 Safety and Quality Health Service (NSQHS) indicators align with this role.

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

##### **Prior to commencement successful candidates will be required to:**

Comply with 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.

**Note:** There are two temporary positions available for a period of 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

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

**Imaging**

**Medical Imaging Executive**

**Assistant Director of Nursing**

**Registered Nurse Level 4.1 \$122,360, Canberra (PN: 45339 - 01YLT)**

Gazetted: 01 November 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/> The Medical Services Group (MSG) draws together professional oversight of the CHS medical staff with operational oversight of the services ordered by medical staff in the diagnosis and treatment of patients at CHS. The group includes medical imaging, pathology, pharmacy, medical officers credentialing support education and training, health care technology management, General Practitioner liaison, CHS library, prevocational education and training, physician education and the ACT Blood Counts program.

Medical Imaging at CHS offers a radiology service to the ACT and surrounding region. The service operates 24 hours, seven days and delivers a wide range of diagnostic radiology and procedures.

Under broad direction of the Clinical Director of Medical Imaging, the Assistant Director of Nursing (ADON) for Medical Imaging is the senior nursing leadership position in the Medical Services division. The ADON in consultation with the Clinical Director provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes in Medical Imaging. The ADON has a professional reporting line to the Director of Nursing in the Division of Nursing, Midwifery and Patient Support Services. It is expected that the ADON, Medical Imaging will have a deep understanding of the requirements of the role to work in a collaborative manner within Medical Imaging and CHS more broadly. The ADON is expected to provide outstanding leadership, profession communication and work with flexibility and efficiency both individually and as part of a high performing leadership team in Medical Imaging.

**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**

Collaborative leadership skills.

Willingness and flexibility to be responsive to fluctuating strategic and operational demands.

Highly motivated to undertake strategic service improvement initiatives.

**Position Requirements/Qualifications:**

**Mandatory:**

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

**Highly desirable:**

An appropriate post-graduate qualification and experience in the speciality area of Medical Imaging.

Recent experience in a nursing operational management role in an acute care setting.

**In addition, you should:**

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 a period of 11 months with the possibility of extension and/or permanency. Selection may be based on application and referee report only.

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

Contact Officer: Dr Apurv Garg (02) 5124 4324 Apurv.Garg@act.gov.au

**University of Canberra Hospital**

**Rehabilitation, Aged and Community Services**

**Cotter Ward**

**Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 47832 - 01YVF)**

Gazetted: 01 November 2021

Closing Date: 18 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/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness. The Clinical Nurse Consultant (CNC) of a UCH ward is responsible for the day-to-day operational management of services with the ward, including the management of nursing workloads, model of care, and patient flow. The CNC is to provide expert clinical leadership and management within a nursing and multidisciplinary team. The CNC will develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow. It is expected that the CNC will promote, incorporate and maintain the National Safety and Quality Health Standards at a ward level.

There is an expectation that the successful applicant/s will maintain accountability for their own practice standards, education and work collaboratively with the University of Canberra team to support the professional development of the UCH nursing workforce

**ABOUT YOU**

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

**Behavioural Capabilities**

Strong organisational skills with a high degree of drive

Progressive, adaptable, and flexible with ability to successfully introduce change and provide responsive services to meet clients' needs

A strong focus on person centred, exceptional care and a commitment to quality outcomes

**Position Requirements/Qualifications:**

Mandatory:

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

Desirable:

Minimum of three years' experience working professionally in a management role.

Post Graduate studies in Nursing, Health Management or related field.

Hold Intermediate Life Support Certification.

Hold a current driver's license.

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

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

**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.

**NOTES**

This is a temporary position available for six months.

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

Contact Officer: Maria Harman 0466 634 639 [maria.harman@act.gov.au](mailto:maria.harman@act.gov.au)

**Surgery**

**Intensive Care Unit**

**Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22376, several - 01YVO)**

Gazetted: 02 November 2021

Closing Date: 16 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 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 Intensive Care Unit is a 31-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

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

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

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

The Clinical Nurse Consultant of the Intensive Care Unit provides a high-level of support in the day to day operational management of services within the unit. This is an evolving role that provides expert clinical leadership and management within a nursing and multidisciplinary team, embeds and maintains the National Safety and Quality in Health Service Standards at the unit level, develops and maintains collaborative partnerships with internal and external stakeholders.

The Clinical Nurse Consultant reports to the Assistant Director of Nursing, Intensive Care Unit. The successful candidate will need to establish commitment to achieve the unit's key performance indicators and demonstrate a high level of personal motivation. There would be an expectation to work collaboratively and dedication to deliver advanced clinical practice models and transformational leadership.

**About You**

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

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

**Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

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

Strong leadership skills and role modelling behaviours consistent with the Vision and Values of Canberra Health Services.

**Position Requirements/Qualifications:**

Registered with the Australian Health Practitioner Regulation Agency (AHPRA), and a minimum of five years leadership and management experience in a hospital-based critical care environment.

**Desirable:**

Post Graduate Certificate in Critical care nursing or working towards the Master's level.

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

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

Prior to commencement successful candidates will be required to:

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:** These are temporary position's available for a period six months with the possibility of extension and/or permanency. The part time hours will be discussed and full-time salary noted above will be paid pro-rata.

Contact Officer: Genevieve Harrigan (02) 5124 5094 [Genevieve.Harrigan@act.gov.au](mailto:Genevieve.Harrigan@act.gov.au)

**Territory Wide Mental Health Services**

**Access Mental Health Team**

**Administrative Service Officer**

**Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 45621 - 01Y06)**

Gazetted: 01 November 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 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/>

Overview of the work area and position:

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access to our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol & Drug Services
- Child & Adolescent Mental Health Services
- Justice Health Services

- Rehabilitation and Specialty Mental Health Services
- Territory Wide Mental Health Services

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service

#### **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 customer service skills to provide helpful and professional experiences to people who access the service.
- Administration skills to be able to provide quality work outputs.
- Organisational skills to be able to manage workload.
- Flexibility and initiative to be able to work effectively within a multidisciplinary team.

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

- Previous experience in a health administration/office management position or certificate in Business Administration (Medical).
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

#### **Desirable:**

- Hold a current driver's license.

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

- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases
- Undergo a pre-employment National Police Check.

Contact Officer: Julie Hanson 6205 3266 [Julie.Hanson@act.gov.au](mailto:Julie.Hanson@act.gov.au)

#### **Women Youth and Children**

#### **Clinical Support and Projects**

#### **Paediatric Clinical Development Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 03942 - 01YW1)**

Gazetted: 02 November 2021

Closing Date: 19 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 Paediatric Service at the Centenary Hospital for Women and Children provides coordinated and integrated health services for children and young people, and their families/carers, for medical, surgical, and mental health care, up to the age of 16 years. The care provided is family centred, safe and effective.

The Paediatric Service is an interdisciplinary service comprising medical, nursing, and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics. As a Clinical Development Nurse (CDN), together with the team of Clinical Development Nurses (2 FTE) and Clinical Support Nurses, you will support nursing staffs' professional development in paediatrics to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education will be provided across morning and evening shifts, five days a week (Monday-Friday).

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

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

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

Relevant Certificate IV in Workplace Training and Assessment, postgraduate qualification in paediatric nursing and/or clinical education, qualifications and a minimum of two years' experience working professionally in paediatric nursing is preferred.

The successful applicant will need to be available for morning and evening shifts, Monday to Friday.

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.

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 six months with the possibility for extension. Part-time hours will be considered.

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

Contact Officer: Fiona Cameron (02) 5124 7737 [fiona.cameron@act.gov.au](mailto:fiona.cameron@act.gov.au)

#### **Surgery**

##### **Intensive Care Unit**

##### **Registered Nurse Level 2**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 26650, several - 01YVP)**

Gazetted: 01 November 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 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 Intensive Care Unit is a 31-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The unit satisfies College requirements for training in Neurosurgery, Cardio-thoracics and Trauma.

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

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

Nurses at this level provide an advanced level of nursing care. They are able to function as a team leader and can promptly respond to rapidly changing situations while ensuring staff and patient safety, in collaboration with multi-disciplinary team.

The activities required of this role includes clinical, leadership, education, work health and safety and quality improvement. Nurses at this level accept accountability for their own practice standards, participate in team building and decision making; and support less experienced staff in the clinical area.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

- Ability to work independently and as part of a multidisciplinary team
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
- Ability to work a flexible rotating roster
- High level interpersonal, negotiation and conflict resolution skills.

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

Be registered for registration with the Australian Health Practitioner Regulation Agency (AHPRA), and a minimum of 5 years' experience working professionally in a hospital-based critical care environment, with proficiency in leadership and management. Post Graduate Certificate in Critical care nursing is desirable.

- The successful applicant will need to be available for rotating roster of Morning, Evening, Night shifts, weekends and public holidays.
- Understand how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.
- Undergo a pre-employment National Police Check.

**Notes:** These are temporary positions available for 11 months with the possibility of extension and/or permanency. Part-time hours will be considered and the above full-time salary will be pro-rata.

Contact Officer: Prince Rupert Ramirez (02) 5124 2756 [princerupert.ramirez@act.gov.au](mailto:princerupert.ramirez@act.gov.au)

#### **People and Culture**

##### **Workforce Capability**

##### **Transition to Practice Program Clinical Development Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 40832, several - 01YU9)**

Gazetted: 01 November 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/> The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically aligned workforce solutions in areas including people policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity, and inclusion, general clinical, leadership and work safety training, workforce planning, industrial and employee relations, pay and benefits, rewards, and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Workforce Capability (WC) is the largest area of training within Canberra Health Services (CHS), reporting to the Executive Group Manager of People and Culture. WC is located on the Canberra Hospital Campus and provides a key coordination role for learning and development (LandD) in CHS. WC provides education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation and our consumers, as well as valuing the needs of staff. WC develops many of the eLearning programs and manages the learning management system (LMS), reporting and policies for most of the education/training in Canberra Health Services. WC manages the systems, reporting and procedures for education and training in CHS. This position reports to the Transition to Practice Program Coordinators, Assistant Director and Senior Director of WC.

Expressions of interest are being sought from dynamic RN CDNs with demonstrated expert knowledge and practice and highly developed interpersonal skills, to undertake the role of teaching and supporting graduate nurses in the workplace. This role requires excellent communication skills and a passion for education. This position will provide leadership and support to graduate nurses, Clinical teams, TTPP Coordinators and Workforce Capability. Applicants will be required to demonstrate experience in clinical teaching and a sound knowledge of adult learning principles to support ongoing clinical education and assimilation to practice. Holds or working towards nationally recognised vocational competency units in competency assessment and work-based training, or tertiary units/post graduate qualifications in clinical teaching and assessment. Recent experience in a CDN role is preferred. The successful applicant will be required to work a rotating roster (morning, evening, and weekend shifts).

#### **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

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

Strong ability, skills and enthusiasm for adult learning and provision of educational needs of novice nurses.

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

##### **Mandatory:**

Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse with Australian Health Practitioners Regulatory Agency.

Extensive clinical experience, minimum of 3 years postgraduate.

Experience in the development and facilitation of education and clinical assessments including clinical debrief.

Hold a Certificate IV in Workplace Training and Assessment or certificates for relevant skills sets.

Current ACT Drivers Licence

##### **Desirable:**

Current clinical experience as a CDN is highly desirable.

A postgraduate qualification in a nursing specialty, leadership or clinical education.  
Experience in development, delivery, and evaluation of quality improvement projects.  
A sound understanding of Microsoft Suite in particular Excel and the use of spreadsheets.  
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

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

**Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment Police check.

**Note:** There are several temporary positions available at full and part-time. Please note selection may be based on written application and referee report only. Successful applicants for this position will be placed on a merit list for future positions and /or leave relief.

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

Contact Officer: Helen Cutler (02) 5124 7957 [helen.cutler@act.gov.au](mailto:helen.cutler@act.gov.au)

**CHS Chief Operating Officer Clinical Services**

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

**Co-Morbidity Clinician**

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 29215 - 01YXP)**

Gazetted: 01 November 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/> Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol & Drug Services

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

The Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS), which is contemporary, evidence based service providing high quality alcohol and other drug services that are guided by the principles of harm minimisation. The ADS provides a range of specialist services for people affected by alcohol and other drug use incorporating 6 areas including:

- Opioid Treatment Services

- Medical Services,
- Consultation and Liaison Service,
- 10 bed Inpatient Withdrawal Service
- Police and Court Drug Diversion Service
- Counselling and Treatment Services

This position is part of an Allied Health team based at the Canberra hospital that provide support to clients who are experiencing both Alcohol & Drug, as well as Mental Health issues.

This position works collaboratively with individuals to address psychosocial issues they may be experiencing. This may involve direct intervention or counselling, advocacy, or referral to other agencies for more specialised support. This position also provides support and training to other staff working with this client group.

This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, and group work to adults.

All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

We are looking for suitably qualified Psychologists, Social Workers or PACFA registered counsellors to work with comorbid Mental Health and Substance Use issues.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

- Ability to work within a multi-disciplinary team and adapt quickly and flexibly to a changing environment.
- Ability to consider the broader bio psychosocial components to clinical presentations and their interaction or influence on the presenting problem.
- Ability to uphold access and equity for clients with diverse needs through advocacy and liaison.
- The ability to provide a range of psychological/counselling treatments.

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

- Relevant tertiary qualifications and a minimum of three years' experience working professionally in Allied Health or counselling is preferred.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.
- Undergo a pre-employment Police check.

**Contact Officer:** Daniel Panozzo (02) 6244 2591 [Daniel.panozzo@act.gov.au](mailto:Daniel.panozzo@act.gov.au)

#### **Cancer and Ambulatory Support**

##### **CAS Executive**

##### **Executive Assistant**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 29772 - 01YYE)**

Gazetted: 01 November 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 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 division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the support functions for ambulatory and community health including the Central Intake team, central outpatients, Walk-in Centres and transcription.

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person-centred care. It provides acute, subacute, 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 role of the personal assistant to the Executive Director for Cancer and Ambulatory support is to provide executive level support to the Executive Director and the Cancer and Ambulatory Support Leadership group. This position is integral to the Executive team in ensuring the Office of the Executive Director is managed Professionally and workflow is completed in a timely manner and to a high standard.

#### **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**

Be flexible, adaptable and comfortable with a changing working environment.

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

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.

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

Hold a current driver's license.

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

Undergo a pre-employment Police check.

Contact Officer: Sarah Mogford 02 5124 2738 [sarah.mogford@act.gov.au](mailto:sarah.mogford@act.gov.au)

#### **Operational Support Services**

##### **Client Services**

##### **Client Services Officer**

**Administrative Services Officer Class 2/3 \$59,016 - \$71,963, Canberra (PN: 21401 - 01YSW)**

Gazetted: 01 November 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 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 Infrastructure and Health Support Services (IHSS), Operational Support Services (OSS), is responsible for the provision of a range of Client Services (CS) to support the operations across various Canberra Health Services (CHS) locations. The branch is committed to the CHS vision, role and values.

Under limited direction, the Client Services Officer will deliver a range of services to consumers which includes but is not limited to responding to face to face and phone enquiries about patients, providing directions to consumers visiting CHS facilities, facilitating accommodation requests and bookings for outpatients and their carers, conducting non-cash financial transactions, and other administrative duties as required.

Client Services Officers are expected to work positively and collaboratively with colleagues and other business units across CHS, be supportive and flexible, and demonstrate exceptional customer service at all times.

## 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

A high degree of integrity and discretion, maintaining confidentiality at all times.

Highly developed organisation and time management skills and ability to take initiative.

Ability to work independently under broad direction and prioritise and coordinate activities to achieve outcomes within tight timeframes.

Flexibility, adaptability and confidence working within a rapidly changing environment.

### Position Requirements/Qualifications:

Previous experience in front line customer service is highly desirable.

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

Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) 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 nine months with the possibility of extension or permanency.

Contact Officer: Anne Folger-Pleuger 0481 005 604 [anne.folger-pleuger@act.gov.au](mailto:anne.folger-pleuger@act.gov.au)

## Allied Health

### Allied Health Adviser

### Acute Allied Health Service

### Physiotherapist Neurosciences

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 46827 - 01YUH)**

Gazetted: 29 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

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 Canberra Health Services Division of Allied Health provides a range of allied health services across clinical Divisions of Canberra Hospital. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care.

Physiotherapists play a key role in the multidisciplinary management of neurology and neurosurgery patients across the care continuum.

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.

The overall functions of the physiotherapist under professional supervision include:

Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

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 encouraged to apply.

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

Effective communication and interpersonal skills.

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

##### **Mandatory:**

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

Tertiary qualifications or equivalent in Physiotherapy

Applicants must have a minimum of 3 years post-qualification experience.

Current driver's licence

##### **Other:**

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

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

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

#### **Prior to commencement successful candidates will be required to:**

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals, and 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 part-time position at 22.05 hours per week available for a period of 11.5 months with the possibility of extension. The full-time salary noted above will be pro-rata. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

Contact Officer: Corinne Coulter (02) 5124 2154 corinne.coulter@act.gov.au

#### **Clinical Services**

##### **Medicine**

##### **Project Officer**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 27030 - 01YRQ)**

Gazetted: 28 October 2021

Closing Date: 16 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 RN Level 3.1 Project Officer is responsible for providing leadership and coordination of clinical and operational based projects implemented across the Emergency Department. The position requires sound interpersonal and written communication skills and a demonstrated ability to think critically and problem solve. The position is responsible for individual short and long-term projects as well as required to work collaboratively with other members of the team in completing joint projects. Mentoring and support to the wider team and the Division around service development projects is an important part of this role under the broad guidance of the ADON ED.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high level of computer applications and a high degree of drive  
Adaptability and flexibility to accommodate change and provide responsive services to meet divisional needs  
Ability to work within an interdisciplinary team

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

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

Desirable: Holds or progressing towards a tertiary qualification at Masters.

Has demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years.

Hold Certificate IV in workplace Training and Assessment of Education program development

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: Nicole Slater 0434 845 187 [Nicole.Slater@act.gov.au](mailto:Nicole.Slater@act.gov.au)

#### **Surgery**

#### **Surgery**

#### **Ophthalmology**

#### **Specialist / Senior Specialist - Ophthalmologist**

**Specialist Band 1-5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 55198 - 01YW2)**

Gazetted: 29 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

#### **Position Overview**

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

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

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

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

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services to 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, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit and the ACT Trauma Service.

These Units are supported by administration support officers.

A staff specialist ophthalmologist position is available at Canberra Hospital and Health Services. The position would be suitable for a Canberra based ophthalmologist with postgraduate vitreoretinal surgery training (at least 12 months surgical retina fellowship), and involves providing regular outpatient services, elective and urgent surgery, and contributing to the on-call roster. The department of ophthalmology provides tertiary level surgical care to the ACT and region, and the successful applicant is required to demonstrate training, experience and competence in the management of complex vitreoretinal pathology including trauma, advanced diabetic eye disease and lens surgery requiring a vitreoretinal approach.

The Department of Ophthalmology is based at the Canberra Hospital. The Department's 5 Staff specialists and 5 VMOs support vitreo-retinal, medical retinal, corneal, glaucoma, neuro-ophthalmic, and emergency ophthalmic services at Canberra hospital, plus general ophthalmology and cataract surgery at Calvary Hospital and the VMO's rooms.

Other medical staff include two RANZCO-accredited Registrars, two unaccredited Registrar, and a resident (PGY2).

**Note:** This is a permanent part-time position at 20 hours per week and the full-time salary noted above will be paid pro-rata. The successful applicant may be able to negotiate an increase in hours temporarily for the next 12 months (possible extension) to 40 hours per week.

**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:**

***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 New Zealand College of Ophthalmology Postgraduate vitreoretinal surgery training (at least 12 months surgical retina fellowship), with evidence of high level clinical performance.

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.

**Desirable**

Experience in retinopathy of prematurity screening and treatment would be highly desirable.

Demonstrated interest in building and supporting an ongoing research program in Ophthalmology.

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: Andrew Mitchell (02) 5124 9007 [andrew.w.mitchell@act.gov.au](mailto:andrew.w.mitchell@act.gov.au)

**Pathology**

**Diagnostic Genomics**

**Scientist**

**Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 19439 - 01YYC)**

Gazetted: 01 November 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 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, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Diagnostic Genomics Department is a multidisciplinary laboratory performing conventional cytogenetics and microarray techniques, Fluorescence In Situ Hybridisation (FISH) and molecular genetic techniques for the investigation of constitutional and somatic (oncological) abnormality. Our laboratory services Canberra and the surrounding region. The team is led by the Chief Scientist and comprised of 2 Health Professionals Level 3 (HP3), 4 Health Professionals Level 2 (HP2) and 1 Technical Officer (TO1).

This position offers an opportunity, under the direction of the Chief Scientist and supervising scientists of Diagnostic Genomics, to be part of a dynamic team that provides a comprehensive Diagnostic Genomics service. The position being recruited to will require participation in shift work, after-hours work and out-of-hours rosters. The successful applicant must be able to work as the sole practitioner on rostered shifts, including public holidays and overtime as required. Applicants should contact the laboratory for the details of current shifts.

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

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

#### **Mandatory:**

- A degree in medical laboratory science or equivalent relevant qualifications.
- Minimum 12 months relevant medical laboratory experience.

#### **Highly Desirable:**

- Previous experience in cytogenetics and/or human molecular genetics would be advantageous. Relevant tertiary qualifications and a minimum of 5 years' experience working professionally in a diagnostic pathology laboratory is preferred.
- The successful applicant will need to be available for occasional weekend, and after-hours work, with access to flex time.
- Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

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

- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.
- Undergo a pre-employment Police check.

Contact Officer: Fiona Webb (02) 5124 3449 [Fiona.Webb@act.gov.au](mailto:Fiona.Webb@act.gov.au)

### **Surgery**

#### **Intensive Care Unit**

#### **Clinical Development Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22278 - 01YVR)**

Gazetted: 02 November 2021

Closing Date: 16 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 Intensive Care Unit is a 31-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

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

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

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

The Clinical Development Nurse is responsible for the professional advancement of nursing staff within the Intensive Care Unit by delivering continuing education and support. It is a challenging role that requires expert knowledge and highly developed interpersonal skills, to undertake the responsibility of teaching and supporting nursing staff including new graduates, undergraduate and postgraduate student nurses in the workplace. This position entails being approachable, demonstrating excellent communication skill, having a passion for sharing knowledge and educating others.

#### **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**

Effective communication and strong interpersonal skills

Demonstrate leadership skills.

Commitment to evidenced-based nursing practice and quality improvement.

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

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

Be registered for registration with the Australian Health Practitioner Regulation Agency (AHPRA), and a minimum of 12 months experience working professionally in a hospital-based critical care environment, with proficiency in leadership and management.

#### **Desirable:**

Post Graduate Certificate in Critical care nursing or working towards the same

Certificate IV in Assessment and Workplace Training or working towards the same

The successful applicant will need to be available for rotating roster of morning and evening shifts.

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

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

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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 six months with the possibility of extension and/or permanency. Part-time hours will be considered and the full-time hours noted above will be paid pro-rata.

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

Contact Officer: Prince Rupert Ramirez (02) 5124 2756 [princerupert.ramirez@act.gov.au](mailto:princerupert.ramirez@act.gov.au)

### **Mental Health, Justice Health, Alcohol and Drug services**

#### **Territory Wide Mental Health Services**

##### **Senior Manager**

**Registered Nurse Level 4.3 \$139,701, Canberra (PN: 53876 - 01202)**

Gazetted: 03 November 2021

Closing Date: 17 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 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/>

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Territory Wide Mental Health Services (TWMHS) consists of Access and Specialty Teams including Access Mental Health Team (AMHT), Home Assessment and Acute Response Team (HAART), the Police Ambulance Clinician Early Response (PACER) service, and the Mental Health Consultation Liaison (MHCL).

HAART team provide community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

PACER is a tri-service mental health co-response capability which works in partnership with ACT Policing and ACT Ambulance Services and provides a Police Officer, Ambulance Paramedic, and senior Mental Health Clinician who provide a timely mobile response to people experiencing mental health crisis.

MHCL is an in-patient team that provides mental health assessment and support when a person attends the hospital setting and requires input from mental health services to determine their requirements.

AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs.

#### Duties

Under limited direction of the Operational Director, you will oversee the day-to-day operations and input into the strategic development and planning for the TWMHS with responsibility for AMHT, HAART, MHCL and PACER.

You will:

Provide leadership and management of the operational business processes required for the effective and efficient service delivery in the Territory Wide Mental Health teams.

Contribute to the strategic direction, planning and leadership for Territory Wide Mental Health Services.

Develop and manage the financial, physical and human resources to ensure that adult community mental health services are well connected and aligned with the acute and community sectors, supporting a seamless patient journey.

Lead and promote an "open door" service philosophy with a commitment to consumer and carer participation.

Implement effective clinical governance systems for the Territory Wide Mental Health team including quality improvement, clinical audit, incident management, clinical review and compliance with the National Standards for Mental Health Services and ACHS Standards.

Participate in Divisional activities and represent the Division at appropriate forums and undertake other duties as requested by the Operational Director of Territory Wide Mental Health Services.

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

#### About You

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

#### Behavioural Capabilities

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

Be flexible, adaptable, and comfortable with a changing working environment and differing working styles.

Have excellent interpersonal skills and the ability to communicate effectively with consumers, family/carers, colleagues and emergency service and hospital personnel, particularly in crisis situations.

#### Position Requirements/Qualifications:

##### Mandatory:

Be registered or be eligible for registration as a nurse with the Australian Health Practitioner Regulation Agency (AHPRA) with a minimum three years of experience in a management role within a mental health or related field. Have a strong understanding of how the National Safety and Quality Health Service (NSQHS) standards align with this role.

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

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

Desirable:

Comprehensive knowledge of the *Mental Health Act 2015* and other relevant legislation required to carry out this role

Completion of a post graduate mental health or management or leadership related qualification or relevant tertiary equivalent

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

Contact Officer: Jonathan Amirthanathan 5124 1700 [jonathan.amirthanathan@act.gov.au](mailto:jonathan.amirthanathan@act.gov.au)

## **CHS Finance and Business Intelligence**

### **Patient Accounts - Revenue Data**

#### **Revenue Support Officer**

#### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 23038 - 01YYG)**

Gazetted: 03 November 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

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**

Patient Accounts are seeking an outgoing, enthusiastic, analytical thinker who take initiatives and has well-developed problem-solving skills to join the Revenue Data Team.

Revenue Data is a small team within Patient Accounts that is responsible for correcting billing errors and Medicare rejections, providing ad hoc reviews of occasions of services and providing best practice billing advice to CHS staff while adhering to Medicare guidelines and business rules outlined in the National Health Reform Agreement.

This position is responsible for review of, and basic reporting on data accuracy and completeness related to revenue capture for Canberra Hospital and Health Service and providing advice/training to front line staff related to revenue capture activities.

#### **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.

**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: Adele Pate (02) 5124 9002 [adele.pate@act.gov.au](mailto:adele.pate@act.gov.au)

## **Mental Health, Justice Health, Alcohol and Drug services**

### **Territory Wide Mental Health Services**

#### **Senior Manager**

#### **Health Professional Level 5 \$131,773 - \$148,344, Canberra (PN: 40755 - 01YWS)**

Gazetted: 03 November 2021

Closing Date: 17 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 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/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Territory Wide Mental Health Services (TWMHS) consists of Access and Specialty Teams including Access Mental Health Team (AMHT), Home Assessment and Acute Response Team (HAART), the Police Ambulance Clinician Early Response (PACER) service, and the Mental Health Consultation Liaison (MHCL).

The HAART team provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

PACER is a tri-service mental health co-response capability which works in partnership with ACT Policing and ACT Ambulance Services and provides a Police Officer, Ambulance Paramedic, and senior Mental Health Clinician who provide a timely mobile response to people experiencing mental health crisis.

MHCL is an in-patient team that provides mental health assessment and support when a person attends the hospital setting and requires input from mental health services to determine their requirements.

The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs.

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

Be flexible, adaptable, and comfortable with a changing working environment and differing working styles.

Have excellent interpersonal skills and the ability to communicate effectively with consumers, family/carers, colleagues and emergency service and hospital personnel, particularly in crisis situations.

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

##### **Mandatory:**

For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA).

For Social Work: Degree in Social Work, professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW), and registration under the ACT Working with Vulnerable People Act 2011.

For Occupational Therapy: Be registered or be eligible for general registration with Occupational Therapy Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA).

Have a minimum of three years of experience in a management role within a mental health or related field

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

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

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

##### Desirable:

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

For Social Work: Accreditation as a Mental Health Social Worker with the AASW.

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

Experience in working in partnership with emergency services personnel that promotes a spirit of cooperation and collaboration, and respect for each other's philosophy, priorities, knowledge, skills, and experience.

Comprehensive knowledge of the *Mental Health Act 2015* and other relevant legislation required to carry out this role.

Completion of a post graduate mental health or management or leadership related qualification or relevant tertiary equivalent.

**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.

Contact Officer: Jonathan Amirthanathan 5124 1700 [jonathan.amirthanathan@act.gov.au](mailto:jonathan.amirthanathan@act.gov.au)

**Secure Mental Health Unit**

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

**Psychologist**

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 37524 - 01YXR)**

Gazetted: 03 November 2021

Closing Date: 22 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/>

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

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home.

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Justice Health Services

Child and Adolescent Mental Health Services (CAMHS)

Rehabilitation and Specialty Mental Health Services

Dhulwa Mental Health Unit (DMHU) and the Gawanggal Mental health (GMHU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016.

DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Gawanggal Mental health (GMHU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce.

The GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for

people who require rehabilitation and support to transition into the community setting. The GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition. Both units are managed by MHJHADS Division.

At this level it is expected that you will be able to provide high quality psychological assessments and interventions to complex mental health consumers. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to students and staff at Health Professional Level 1 and 2 and support the Allied Health Manager in service development processes.

All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

The position is supported by a cohesive multi-disciplinary team of Nurses, Occupational Therapist, Social Worker, Allied Health Assistants, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Ability to manage 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

Works cohesively within a multi-disciplinary team and adapts quickly to a changing environment

Commitment to achieving positive outcomes for mental health consumers

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

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

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

Experience in public mental health and/or a psychiatric inpatient setting.

Hold a current driver's licence

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

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

#### **Prior to commencement successful candidates will be required to:**

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**

A merit list will be established from this process to fill future identical vacancies over the next 12 months. This position is available at both full and part-time hours and the salary noted above will be paid pro-rata.

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

Contact Officer: Ajish Lukose (02) 5124 1955 [Ajish.lukose@act.gov.au](mailto:Ajish.lukose@act.gov.au)

#### **Finance and Business Intelligence**

##### **Supply Services**

##### **Casual Health Services Officer**

**Health Service Officer Level 4 \$55,637 - \$57,766, Canberra (PN: C07007, several - 01YVQ)**

Gazetted: 03 November 2021

Closing Date: 17 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 Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The six sub-units within the FBI branch include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence, Health Information Unit and Procurement and Supply.

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

This position is rotated between the Supply Services Warehouse, Mitchell, and Canberra Hospital.

#### **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.
- Understanding of supply chain processes within a warehouse environment.
- Adaptability and flexibility to accommodate change and provide responsive services.

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

##### **Mandatory:**

- Duties of the position include the requirement to drive vehicles, therefore possession of a driver's licence is required.
- Relevant work experience.
- Vaccinated for Hepatitis B, Measles, Mumps, Rubella, Varicella, Diphtheria, Tetanus, Pertussis and COVID 19.
- 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.

#### **NOTES**

There are several casual positions available.

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

Contact Officer: Rob Swain (02) 5124 3100 [rob.swain@act.gov.au](mailto:rob.swain@act.gov.au)

#### **Clinical Services**

#### **Clinical Services**

#### **Paediatrics**

#### **Paediatrics**

#### **Paediatric Nursing Operational**

#### **Clinical Nurse Manager - Paediatric Day Stay and Outpatients**

#### **Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22169 - 01YQK)**

Gazetted: 03 November 2021

Closing Date: 19 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 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/>

An exciting opportunity exists to join the team in the Department of Paediatrics as the Clinical Nurse Manager for Paediatric Outpatients and Day Stay Unit. You will contribute to the strategic direction and clinical governance of the Paediatric Services.

The Division of Women, Youth and Children (WYC) offers a range of primary, secondary and tertiary services across the acute and community-based sectors. The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised paediatric (non tertiary) and neonatology services for the ACT and surrounding regional areas.

The Department of Paediatrics provides general medical and surgical paediatric inpatient and outpatient services including limited subspecialty. Inpatient services include a general paediatric unit, a designated adolescent unit and a high care unit for the care of high acuity patients. Outpatient services include a medical day procedure unit, day surgical unit and outpatient services. The unit is part of the Sydney Children's Hospital Network.

As Clinical Nurse Manager you will be leading an exceptional team of Paediatric nurses in the Paediatric Outpatient and Day Stay Unit, who are passionate about striving to improve outcomes for all Paediatric patients and their families.

Reporting to the Assistant Director of Nursing (Paediatrics and Neonatology) the Clinical Nurse Manager will provide nursing leadership and support staff of the Paediatric Outpatient and Day Stay Unit to achieve excellence in clinical practice, working collaboratively with the multidisciplinary team and consumers.

#### **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 leadership skills, including capacity to build cohesive high performing teams.

Strong organisational skills, including the capacity to simultaneously manage and prioritise multiple issues, demonstrating a high degree of drive.

An ability to work respectfully in partnership with a range of stakeholders including consumers.

Resilience and adaptability in a dynamic health environment.

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

##### **Desirable:**

Post Graduate qualifications in Paediatric Nursing

Post Graduate qualifications in Management and/or Leadership

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

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

##### **Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment National Police Check.

Contact Officer: Alison Moore 61426351 [alison.moore@act.gov.au](mailto:alison.moore@act.gov.au)

#### **Mental Health Services Mental health, Justice Health, Alcohol and Drug Services**

##### **Child and Adolescent**

##### **Specialist Youth Mental Health Outreach - Youth Worker**

**Allied Health Assistant 3 \$68,065 - \$71,405 (up to \$75,539 depending on qualification level), Canberra (PN: 38019 - 01Y26)**

Gazetted: 03 November 2021

Closing Date: 22 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 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/> Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

The Specialist Youth Mental Health Outreach (SYMHO) team provides support and treatment to young people aged 14-25 who are experiencing psychosis or at ultra-high risk of developing psychosis.

Under the direction of the Manager of CAMHS SYMHO, the Youth Worker position works collaboratively as part of a multidisciplinary outreach team to provide assertive engagement, practical support, emotional support, advocacy, and group work for young people at high risk of developing serious, long term mental illness.

The Youth Worker is expected to be actively involved in professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

#### **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 Standards and Quality Health Service (NSQHS) indicators align with this role.

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

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

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

Be registered under the *ACT Working with Vulnerable People Act 2011*.

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.

**Note:** This is a temporary position available for 11.5 months

Contact Officer: Laura Dawel (02) 5124 3190 [Laura.Dawel@act.gov.au](mailto:Laura.Dawel@act.gov.au)

#### **Allied Health**

##### **Acute Allied Health Services**

##### **Psychology**

##### **Clinical Psychologist (Registrar Position)**

**Health Professional Level 1 \$64,531 - \$84,544, Canberra (PN: 17936, several - 01YN7)**

Gazetted: 02 November 2021

Closing Date: 19 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 Canberra Health Services Division of Allied Health Services provides a range allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

An exciting opportunity exists for a Clinical Psychologist (Registrar) to join the friendly and supportive Acute Support Psychology team in the Division of Allied Health. Our team consists of Clinical Neuropsychology and Clinical Psychology positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings.

The successful applicant will provide high quality clinical psychology assessment and intervention as part of the Allied Health team providing services to a range services from acute ward settings to specialised services such as the ACT Hospital in the Home service, the Spinal Pain Service and the Pain Management Unit. This position also provides opportunity for long-term therapeutic work with people across the lifespan in outpatient settings. This position will report to the Psychology Manager.

Clinical supervision for the registrar program is provided by the department and will be negotiated with the Psychology Manager.

**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 interpersonal and communication skills.

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

Strong organisational skills with a strong work ethic.

Able to relate to people of varied backgrounds.

**Position Requirements/Qualifications:**

**Mandatory:**

Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology

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

**Desirable:**

Enrolled in (or eligible for enrolment) the Clinical Psychology Registrar Program for Area of Practice Endorsement in Clinical Psychology with the Psychology Board of Australia.

Previous experience working with a multidisciplinary team in an acute care setting

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 Police check.

Obtain a 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.

**Note:** There are two temporary position available for a period of 24 months.

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

Contact Officer: Elissa Jacobs (02) 5124 2045 [elissa.jacobs@act.gov.au](mailto:elissa.jacobs@act.gov.au)

## **Infrastructure and Health Support Services**

### **Protective Services**

#### **Security Supervisor**

**Health Service Officer Level 7 \$65,966 - \$69,661, Canberra (PN: 44553, several - 01YY7)**

Gazetted: 03 November 2021

Closing Date: 17 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 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 Protective Services section is embedded within the Infrastructure and Health Support Services Division.

Protective Services' mission is to provide the necessary climate and mechanisms that will enable staff, patients and visitors at Canberra Health Services' facilities to go about their daily activities without fear or intimidation by preventing crime and protecting persons and property.

As a Security Supervisor you will ensure a safe and secure environment is maintained for staff and consumers at Canberra Hospital, the Dhulwa Mental Health Unit and non-acute sites by providing incident response, proactive security functions and enforcement of Canberra Health Services policy and directives. Security Supervisor Assistant Director Security Operations Director Senior Security Officers

#### **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 you will have the following attributes:

Emotional maturity and resilience

Exceptional conflict management and resolution

Influencing and persuading

Ability to work within protocols, processes and use initiative

Empathy and cultural awareness

Professionalism, a strong moral compass, and teamwork.

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

The successful applicant must (mandatory):

Possess a Certificate II in Security Operations and an ACT Security Licence.

Possess an unencumbered ACT Driver Licence (or equivalent).

Be prepared to wear a uniform and work a shift roster, weekends, public holidays or night shifts at any Canberra Health Services worksite on an 'as needs' basis.

Be able to complete a continuous 500m run comprising of a series of five 100m laps, with stair ascent and descent of 10 steps at the end of each lap, and a 20m dummy drag, in under 5 minutes on an annual basis.

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

Be willing to be, and remain, vaccinated against vaccine-preventable diseases during their employment.

Attain a Certificate III in Security Operations with the following competencies within the first 12 months of employment:

Monitor security from control room

Restrain persons using handcuffs

Control persons using baton.

The successful applicant should (desirable):

Possess a sound understanding of providing security services in a healthcare setting.

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

**Note:** These are temporary position available for a period of nine months with the possibility of extension.

Contact Officer: Chris Mooney (02) 5124 5145 [chris.mooney@act.gov.au](mailto:chris.mooney@act.gov.au)

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

**Clozapine Coordinator**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 33949 - 01YZB)**

Gazetted: 03 November 2021

Closing Date: 17 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 Mental Health Justice Health and Drug and Alcohol Services (MHJHADS) Division provides quality health care to people in inpatient, community and forensic settings. The Clozapine co-ordinator role will work across the MHJHADS Division, providing clinical services and senior support as it is required.

**ABOUT YOU**

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

**Behavioural Capabilities**

1. Excellent communication skills
2. Leadership skills
3. Strong attention to detail with ability to produce quality work with a minimum of supervision

Position Requirements/Qualifications:

- Relevant Post graduate Mental Health Nursing qualifications or equivalent is desirable
- Minimum of five years' full-time experience working professionally in a mental health related area and minimum of twelve months work experience relevant to clozapine is preferred.
- The successful applicant will work fulltime during business hours and be available for occasional weekend and after-hours work.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

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

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.
- Provide evidence of a current driver's licence

#### NOTES

This position is fulltime with possibility of part-time considered and the salary noted above will be paid pro-rata.

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

Contact Officer: Susan Jacques (02) 5124 0220 [susan.jacques@act.gov.au](mailto:susan.jacques@act.gov.au)

## Surgery

### Surgery Administration

#### Administration Manager

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 23605, several - 01YSX)**

Gazetted: 02 November 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 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 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, specialist surgical ward areas, medical and nursing Outpatient services, the Trauma and Orthopaedic Research Unit, ACT Trauma Service, Intensive Care Unit and the Capital Region Retrieval Service.

The Administration Manager is responsible for managing the day to day operations of the administrative staff to achieve a high quality, consistent consumer focused administrative support within the Division of Surgery, as well as supporting the Operations Manager – Administration and the Director of Operations.

Under general direction you will play a key role in day-to-day human resource management of staff including assisting with mandatory training, approval of flex and leave and recruitment of staff.

#### ABOUT YOU

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

#### Behavioural Capabilities

Be adaptable and flexible to accommodate change and provide responsive services to meet internal and external stakeholders needs.

Have strong organisational skills and ability to effectively prioritise work and meet deadlines; and

Be a proactive, enthusiasm and strong communicator.

#### Position Requirements/Qualifications:

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

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

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

Undergo a pre-employment National Police Check.

**Notes:** These are temporary positions available for six months with the possibility of extension. Successful applicant may be selected based on application and referee report.

Contact Officer: Margot Green (02) 5124 7061 [margot.green@act.gov.au](mailto:margot.green@act.gov.au)

**Mental, Justice, Alcohol and Drug Services**

**Forensic Mental Health Services**

**Custodial Mental Health Nurse**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 36226, several - 01YX7)**

Gazetted: 02 November 2021

Closing Date: 19 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/>

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 AMC is a 7-day 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.

Forensic Mental Health Service is seeking experienced mental health nurses to join our Custodial Mental Health team providing quality mental health care to adults and young people experiencing moderate to severe mental illness whilst detained in the ACT's two correctional facilities. Strong clinical skills in mental health assessment and triage, the ability to effectively communicate clinical concepts to external agencies, and a sense of humour are all vital to this role. CMH offers a supportive team environment and access to ongoing professional development. This role involves limited shift work, custodial allowance, and 5-7 weeks annual leave.

**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 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 three year (preferably five years) post-qualification experience

**Desirable:**

Experience of working in a custodial setting 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](#).

**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.

**NOTES**

There are several permanent and temporary positions. The temporary positions are available for six months with the possibility of extension. Part time applications can be considered

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

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

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

**The Adult Mental Health Rehabilitation Unit**

**Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 36784 - 01YWG)**

Gazetted: 02 November 2021

Closing Date: 18 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/>

Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and 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 Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated

community re-integration. Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders. Under the broad direction of the Assistant Director of Nursing (ADON), the Clinical Nurse Consultant (CNC) is responsible for provision of clinical leadership for the clinical operations of AMHRU and the maintenance of the education and therapeutic environment. The CNC plays a pivotal role in the implementation of direct clinical care and the coordination of clinical operations for key members of a busy multidisciplinary team. The CNC position also works collaboratively with the ADON and Clinical Director for the provision of evidence-based clinical interventions within standardised clinical processes, reporting against key performance indicators and promote a learning environment for the team.

The CNC is required to undertake professional development and supervision, participate in quality initiatives, contribute to the multidisciplinary team processes as well as provide leadership and supervision of all nursing staff. The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologist, Occupational Therapist, Social Worker, Allied Health Assistants, Peer Workers, Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

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

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

Able to effectively liaise with key stakeholders.

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

##### **Mandatory:**

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

Three years equivalent fulltime experience in mental health nursing.

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](#).

##### **Desirable**

Significant experience providing clinical leadership within a mental health setting.

Current driver's licence.

Post Graduate Qualifications in Mental Health Nursing.

##### **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 specific infectious diseases.

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

Contact Officer: Susan Jacques (02) 5124 0220 [susan.jacques@act.gov.au](mailto:susan.jacques@act.gov.au)

#### **Nursing and Midwifery and Patient Support Services**

##### **Executive Office**

##### **Executive Officer**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 44779 - 01YUL)**

Gazetted: 02 November 2021

Closing Date: 16 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 Nursing and Midwifery and Patient Support Services Division consults and partners with Executives on nursing and midwifery issues, makes decisions on across-the-board approaches and plays a central role in championing an exciting transformational agenda in Canberra Health Services. It brings exceptional and innovative health outcomes to our diverse community and sets new standards and models of healthcare in Australia.

The Nursing and Midwifery and Patient Support Services Division play a key role in developing a collaborative and strategic approach to nursing and midwifery and patient support services for CHS; including setting the strategic, professional and workforce-oriented agenda.

Reporting to the Executive Director, Nursing and Midwifery and Patient Support Services, the Executive Officer is responsible for the preparation and coordination of government business, high level advice and project activities in relation to the Nursing and Midwifery and Patient Support Services Division. To be successful, you will have highly developed written and oral communication skills, be adaptable and responsive, and be able to quickly acquire knowledge and understanding of situations and subject matter.

It is expected that the Executive Officer will have a unique understanding of the responsibilities and accountabilities of the functions of Canberra Health Services and is able to work collaboratively with staff and Executives across the Directorate to support the delivery of priorities. The successful applicant will provide leadership to staff, communicate professionally and work with flexibility, efficiency, and diplomacy.

#### **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**

Highly developed written skills.

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 initiative and drive.

Ability to adapt and be flexible to accommodate change and provide response services to meet organisational needs.

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

Relevant experience working professionally in a healthcare setting is preferred.

Knowledge and understanding of the *Health Act 1993*.

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.

#### **NOTES**

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

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

Contact Officer: Sally Cuff (02) 5124 7836 [sally.cuff@act.gov.au](mailto:sally.cuff@act.gov.au)

#### **Clinical Services**

##### **Medicine**

##### **Rheumatology Department**

##### **Personal Assistant/Office Manager**

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 30946 - 01YS2)**

Gazetted: 02 November 2021

Closing Date: 18 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 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 Rheumatology Department, Canberra Health Services, is a Department within the Division of Medicine and is devoted to diagnosis and therapy of rheumatic diseases (joints, soft tissue, autoimmune diseases, vasculitis and heritable connective tissue disorder).

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

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

#### **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**

Organised.

Flexible.

Conscientious.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Grace Freeman (02) 5124 2923 [Grace.Freeman@act.gov.au](mailto:Grace.Freeman@act.gov.au)

#### **Clinical Services**

**Mental Health Justice Health Alcohol and Drug Service**

**Child and Adolescent Mental Health Services**

**Manager**

**Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 25988 - 01YXH)**

Gazetted: 02 November 2021

Closing Date: 19 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/> Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first on set psychosis.

The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This permanent HP4 role is to provide operational and clinical leadership of 3 programs; The Cottage Adolescent Day Program, Dialectical Behaviour Therapy Program and Childhood Early Intervention Program

The Cottage is a day program for young people who have moderate to severe mental health issues which impacts their ability to attend school.

The Dialectical Behaviour Therapy (DBT) Program provides DBT to adolescents aged 14-18 years who experience difficulties in managing their emotions and a pervasive pattern of difficulties in relationships.

The Childhood Early Intervention Program is an early intervention program for children and their parents in ACT primary schools. This is for children who are beginning to display some behavioural or mental health concerns such as conduct disorder, anxiety, or depression.

As the Team Manager you will have line management responsibility for HP1, HP2 HP3, RN's and allied health assistants.

The role will also require the team manager to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

Strong Organisation Skills with a high degree of drive.

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

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

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

Relevant Tertiary qualifications in either Social work, Psychology or Occupational Therapy and a minimum of 5 years' experience working professionally in a health setting is preferred.

The successful applicant may 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 Services Standards (NSQHS) indicators align with this role.

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

#### **Prior to commencement successful candidates will be required to:**

Comply with CHS credentialing and Scope of Clinical practice requirements for allied health professionals.

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

Undergo a pre-employment National Police Check.

The successful candidate will be required to be available to work within all program areas of CAMHS as the service needs arise

**Note:** This is an expected permanent position.

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

Contact Officer: Kalvinder Bains (02) 5124 1638 [kalvinder.bains@act.gov.au](mailto:kalvinder.bains@act.gov.au)

## **Adult Acute Mental Health Services**

### **Adult Mental Health Unit**

#### **Clinical Lead**

**Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 52987 - 01YWH)**

Gazetted: 02 November 2021

Closing Date: 19 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/>

**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 Acute Mental Health Services (AAMHS)** covers AMHU which is acute 40 bed inpatient unit for people experiencing moderate to severe mental illness, ward 12 B which will be a 10 bed low dependency unit for people suffering moderate mental illness and MHSSU which is a low dependency six bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

AAMHS is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key community services.

The AAMHS Allied Health Clinical Lead plays a vital role in evaluating and improving the quality of the therapeutic interventions provided within the recovery focused therapeutic group program which is run by different allied health disciplines within the various adult mental health inpatient units. In collaboration with staff and the Allied Health Manager the Clinical Lead plays a central role in the development of the AAMHS therapeutic group program, and the collection of data from the program. The Clinical Lead also provides supervision, leadership and professional development to the AAMHS staff and supports the clinical and operational governance of the team.

The AAMHS is located at the Canberra Hospital.

#### **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 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.

- Hold a current driver's license.
- 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.

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:

- 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**

Selection may be based on application and referee reports only. Applicants are encouraged to speak to the contact officer prior to applying.

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

Contact Officer: Roz Fitzgerald (02) 5124 5401 [Roz.fitzgerald@act.gov.au](mailto:Roz.fitzgerald@act.gov.au)

## **Division of Medicine**

### **Rheumatology**

#### **Rheumatology**

##### **Specialist / Senior Specialist - Rheumatology**

**Specialist Band 1-5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 14714 - 01YLL)**

Gazetted: 02 November 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/> 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](mailto:dean.medicalschool@anu.edu.au)

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

The CHS Rheumatology unit provides a clinical service to patients from the Australian Capital Territory and surrounding regional NSW. We will have up to 10 inpatients and receive about 1300 new outpatient referrals each year in addition to providing a consultative service and providing a timely and efficient clinical service being a key priority.

Applicants must have had training in and current and ongoing relevant clinical experience in Rheumatology. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing, administrative and medical staff, including trainees in Rheumatology. Participation in unit clinical governance and quality assurance activities and the comprehensive clinical service for Rheumatology is expected.

**Note:** This is a part-time temporary position for a period of seven months and the full-time salary noted above will be paid pro-rata.

**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:**

***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 Australasian College of Physicians (FRACP) with formal subspecialty training and current clinical experience in Rheumatology.

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.

**Desirable**

Current and ongoing clinical experience in managing patients with adult, paediatric and adolescent rheumatological presentations.

Current and ongoing experience in all aspects of clinical rheumatology practice; including community-based practice and rheumatology/internal medicine unit settings undertaking commitments in consultative service, clinics and on call.

Relevant experience in managing patients with rheumatological conditions including but not limited to arthritis, inflammatory rheumatic diseases, and multiple comorbidities on synthetic DMARDs biological treatments,

checkpoint inhibitor related presentations, sport and soft tissue presentations, connective tissue diseases, vasculitides, spinal pain, pain syndromes and osteoarthritis.

Interest in imaging of rheumatic diseases, patient reported outcomes and clinical leadership.

**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: Dr. Chandima Perera. Director Rheumatology Unit and Director Physician Education Medicine. (02) 5124 3107

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

**Secure Mental Health Unit**

**Occupational Therapist**

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 37371 - 01YXQ)**

Gazetted: 03 November 2021

Closing Date: 2 December 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 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, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home.

These services include:

Adult Acute Mental Health Services.

Adult Community Mental Health Services.

Alcohol and Drug Services.

Justice Health Services.

Child and Adolescent Mental Health Services (CAMHS).

Rehabilitation and Specialty Mental Health Service.

Dhulwa Mental Health Unit (DMHU) and the Gwanggall Mental health Unit (GMHU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016.

DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Gawanggal Mental health (GMHU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition. Both units are managed by MHJHADS Division.

At this level it is expected this role will be an integral member of the Multi-disciplinary team and will provide, under reduced supervision, high quality occupational therapy services that will achieve sound outcomes for people within a therapeutic secure environment. In addition to core skills in mental health practice, the occupational therapist will offer a range of assessments, therapeutic interventions and high-quality programs specifically targeted at promoting people's optimal engagement and participation in meaningful activities, as well as addressing functional and occupational issues.

The Occupational Therapist will contribute to all stages of a person's journey, from the time of admission through to their preparation and transition to other settings. All staff are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of initiative.

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 patients' needs.

Effective communication, including active listening skills, and an ability to negotiate.

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

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

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

Previous experience in mental health service or forensic/custodial service.

Previous experience in an inpatient mental health facility.

Hold a current drivers 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.

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

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

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

Undergo a pre-employment Police check.

Contact Officer: Ajish lukose (02) 5124 1955 [Ajish.lukose@act.gov.au](mailto:Ajish.lukose@act.gov.au)

#### **Canberra Institute of Technology**

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

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

#### **CIT Education and Training Services**

#### **College of Technology and Design**

#### **Horticulture and Floristry**

#### **Technical Officer Level 1 / 2**

**Technical Officer Level 1/2 \$60,942 - \$75,539, Canberra (PN: 54651)**

Gazetted: 02 November 2021

Closing Date: 16 November 2021

**Details:** The department of Horticulture and Floristry is seeking a full time technical officer level 1 / 2 to assist with the ongoing maintenance of the horticultural precinct at CIT Bruce Campus. The role will also be to provide teachers support in preparation of classroom resources, basic machinery maintenance and maintaining chemical application records.

**Eligibility/Other Requirements:**

Drivers licence preferred.

Qualifications in Horticulture desirable

Chemical users certificate.

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

**How to Apply:** Please submit a response to the Selection Criteria along with a curriculum vitae.

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

Contact Officer: Julie Collins (02) 6207 3024 Julie.Collins@cit.edu.au

**Education and Training Services**

**CIT Pathways College**

**CIT Year 12 and General Education for Adults**

**Teacher Level Two**

**Teacher Level 2 \$111,936, Canberra (PN: 44923)**

Gazetted: 01 November 2021

Closing Date: 8 November 2021

**Details:** The CIT Pathways College is seeking applications for an experienced and enthusiastic senior teacher who through quality leadership and management of education and related activities will contribute to the achievement of departmental goals such as:

Generating and implementing new and innovative educational methodologies and technologies to deliver general education, foundational skills and similar programs across the Pathways College programs.

Managing training package changes, regulatory requirements, quality assurance and best practice relating to ASQA assessment processes such as mapping, validation of assessment tasks and processing of results.

Developing innovative educational methodologies and technologies for contemporary and future teaching environments.

Establishing and sustaining collaborative relationships with community, industry and other key stakeholders.

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

**Eligibility/Other Requirements:**

**Mandatory Qualifications and/or registrations/licencing**

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 21 sub-Clause 40.

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Teachers in General education programs must have current Working with Vulnerable People (WWVP) registration.

**AND**

A recognised Bachelor Degree and a recognised postgraduate Adult Language, Literacy and/or Numeracy qualification and/or relevant and extensive experience in delivering adult literacy and numeracy education.

**OR**

A Bachelor of Education with a Language and/or Literacy and/or Numeracy major or equivalent that includes a practicum.

**Industry Experience**

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021.

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

**Desirable**

Leadership and management experience and qualifications and teaching experience in learning disabilities.

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

**How to Apply:** Applicants should submit a written response, a current curriculum vitae, and names of two referees. Applications against the Roles and Responsibilities of the Position should outline why the applicant is the best fit for the role and the contribution they believe they can make to CIT's objectives within the Strategic Compass.

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

Contact Officer: Gillian Sinclair (02) 6207 4025 [Gillian.Sinclair@cit.edu.au](mailto:Gillian.Sinclair@cit.edu.au)

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

**Chief Minister, Treasury and Economic Development**

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

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

**Executive Group Manager, Finance and Budget Group  
Temporary Vacancy ( immediately until 31 January 2022)  
Chief Minister, Treasury and Economic Development Directorate  
Economic, Budget and Revenue  
Position: E1048**

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

Circulated to: ACTPS Senior Executive List

Date circulated: 29 October 2021

**Details:** Treasury is seeking to fill a temporary vacancy in the position of Executive Group Manager, Finance and Budget Group until 31 January 2022 with the possibility of extension.

The Finance and Budget Group (FABG) is responsible for providing policy and financial advice to the Government and agencies, reviewing expenditure, monitoring the Territory's Infrastructure Program and reporting framework, as well as developing the Territory's budget.

As acting Executive Group Manager, Finance and Budget Group, you will lead a team responsible for advising the government and directorates on the development of the Territory's budget, advising on policy and financial issues relating to agencies and the Territory. You will be responsible for leading and engaging across the directorate more broadly as part of the senior executive team. Applicants should have an established record in developing and implementing public sector policy, strong budget or financial management skills, excellent leadership credentials and a commitment to public service integrity. You should have a strong focus on results and be experienced in maintaining effective working relationships with stakeholders.

**To apply:** Applicants should provide an expression of interest (no more than two pages) accompanied by a short curriculum vitae (two pages maximum) to Sue Vroombout via email, [sue.vroombout@act.gov.au](mailto:sue.vroombout@act.gov.au) by COB Thursday 4 November 2021.

**Remuneration:** The position attracts a remuneration package ranging from \$311,959 - \$324,457 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$249,963.

Contact Officer: Sue Vroombout 0428 290 364 [sue.vroombout@act.gov.au](mailto:sue.vroombout@act.gov.au)

**Strategic Business Branch  
Portfolio Delivery Office  
Project Officer  
Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 24049)**

Gazetted: 01 November 2021

Closing Date: 25 November 2021

**Details:** Reporting to the Project Manager, Portfolio Delivery Office, Education Program, you will manage a range of concurrent Information Technology (IT) infrastructure tasks for the Education Directorate. These will range from minor refurbishments of schools, through to the build of new schools. Note that you will only be responsible for the IT components of these works.

Demonstrated ability to manage multiple tasks across multiple projects, work to competing deadlines and achieve results in a busy, small team environment with limited supervision. You will provide the specialist IT technical advice and knowledge to ensure the success of the projects.

This position does not have any direct reports, though will involve the supervision and coordination of vendors and the coordination with other Digital, Data and Technology Solutions ICT teams.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** Hold a current CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance is mandatory. Project Management qualifications would be highly desirable. Previous experience of managing IT projects in a construction environment will be highly regarded, especially in an Education setting.

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

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

Contact Officer: Nicole Duffy 0409 557 857 [Nicole.Duffy@act.gov.au](mailto:Nicole.Duffy@act.gov.au)

## **Access Canberra**

### **Executive Branch Manager, Access Canberra**

**Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E141, various)**

Gazetted: 29 October 2021

Closing Date: 5 November 2021

**Details:** Are you looking for an opportunity to develop or grow your senior executive skills by managing a branch that is the front face of the ACT Government? Wherever you are at in your executive career, Access Canberra can help you take it further.

Access Canberra is all about providing people easy access to ACT Government regulatory services, payments and information while offering a great customer experience to achieve our vision of a safe and liveable city.

At Access Canberra, we seek to help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services. We actively engage in a risk and harm approach to support regulatory compliance outcomes across a broad range of industry sectors to build a strong economy, safe community and sustainable environment.

Access Canberra also plays an important role in supporting the government's response to COVID-19.

Successful applicants will be able to rapidly respond to change, communicate with influence to achieve outcomes and understand how to lead teams to achieve effective results. You will become a key member of the Access Canberra Executive team helping to drive organisational strategy and implementation of government priorities. Some positions may also fulfil statutory office or regulatory functions.

**Remuneration:** The position attracts a remuneration package ranging from \$254,933 to \$264,885 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

**Note:** This is a temporary opportunity available for a period of three to six months, with the possible extension of up to nine months. Please note a merit list will be established and may be used to fill identical vacancies over the next 12 months. Selection may be based on written application and referee reports only and is open to current ACTPS employees.

**How to Apply:** If you think you have what it takes to take on the challenge of this important role, please send your curriculum vitae and a pitch of no more than two pages addressing the section criteria and outlining why you are interested in this opportunity to our Business Manager (Jessica Entwistle, via email [Jessica.Entwistle@act.gov.au](mailto:Jessica.Entwistle@act.gov.au)) by 5 November 2021.

Please review the Position Description for more details about this role and its duties/responsibilities.  
Applications should be sent to Jessica Entwistle, via email [Jessica.Entwistle@act.gov.au](mailto:Jessica.Entwistle@act.gov.au)  
Contact Officer: David Pryce, Deputy Director-General (02) 6205 9898 [David.Pryce@act.gov.au](mailto:David.Pryce@act.gov.au)

**Procurement ACT**

**Procurement Policy and Capability Branch**

**Policy Development Section**

**Assistant Director - Procurement Policy**

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

Gazetted: 28 October 2021

Closing Date: 16 November 2021

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

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

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

Our ideal candidate is a policy officer who can manage projects to tight deadlines, engage productively with a broad range of stakeholders, write effective briefs, policy and guidance documents, think outside the square to engage thoughtfully with risk, and help lead and mentor the team's junior staff. While an understanding of government procurement, and in particular, the ACT Government procurement framework is highly desirable, it is not mandatory.

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

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

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**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. Please note, this position is in an activity-based working (ABW) arrangement. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants should provide an application that addresses the Selection Criteria of no more than two pages and a copy of their curriculum vitae.

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

Contact Officer: Kyla Kerkow (02) 6207 6709 [Kyla.Kerkow@act.gov.au](mailto:Kyla.Kerkow@act.gov.au)

**Procurement ACT**

**Procurement Policy and Capability Branch**

**Procurement Capability, Systems and Governance Section**

**Assistant Director – Capability and Communications**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 32181)**

Gazetted: 28 October 2021

Closing Date: 16 November 2021

**Details:** Are you passionate about driving change and improvement? Do you want an opportunity to develop strategic learning and development initiatives? Are you looking for a new frontier to put your, communications, and engagement skills to use?

Procurement ACT is looking for innovative and enthusiastic officers to join our team in leading targeted and meaningful initiatives to increase and support better procurement outcomes across the ACT Public Service.

We operate in a fast paced and dynamic environment to develop and implement procurement related documentation, engagement, reporting, capability initiatives and training to support officers undertaking procurement across the service. Our aim is to drive improved procurement outcomes for the Territory through capability and training. Our team believes in solving problems through collaboration, supporting innovation, while also injecting fun into what we do.

Our ideal candidates are out of the box thinkers who can develop guidance material, communications and training initiatives within tight deadlines, engaging productively with a broad range of stakeholders, writing effective briefs, guidance documents, and driving capability improvements. While an understanding of government procurement, and in particular, the ACT Government procurement framework is highly desirable, it is not mandatory.

In return, we will offer you a supportive and professional team environment that allows you to develop strategic packages of work, pitch exciting ideas and continue to build on your skills to advance your career to the next level. If a career in driving innovation and supporting the ACT Government to deliver better outcomes to the community through procurement is your dream and you want to be part a supportive and high performing team, Procurement ACT wants to hear from you. Send us your application and get started on the next exciting chapter in your career! Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**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. Please note, this position is in an activity-based working (ABW) arrangement. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants should provide an application that addresses the selection criteria of no more than two pages. Please note we will be developing a merit pool to fill similar vacancies over the next twelve months (either permanent or temporary up to 12 months).

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

Contact Officer: JoanneL Gardner (02) 6207 2076 JoanneL.Gardner@act.gov.au

## **Procurement ACT**

### **Procurement Policy and Capability Branch**

#### **Procurement Capability, Systems and Governance Section**

#### **Capability Officer**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 01747)**

Gazetted: 28 October 2021

Closing Date: 16 November 2021

**Details:** Are you passionate about driving change and improvement? Do you want an opportunity to develop strategic learning and development initiatives? Are you looking for a new frontier to put your, communications, and engagement skills to use?

Procurement ACT is looking for innovative and enthusiastic officers to join our team in leading targeted and meaningful initiatives to increase and support better procurement outcomes across the ACT Public Service.

We operate in a fast paced and dynamic environment to develop and implement procurement related documentation, engagement, reporting, capability initiatives and training to support officers undertaking procurement across the service. Our aim is to drive improved procurement outcomes for the Territory through capability and training. Our team believes in solving problems through collaboration, supporting innovation, while also injecting fun into what we do.

Our ideal candidates are out of the box thinkers who can develop guidance material, communications and training initiatives within tight deadlines, engaging productively with a broad range of stakeholders, writing effective briefs, guidance documents, and driving capability improvements. While an understanding of government procurement, and in particular, the ACT Government procurement framework is highly desirable, it is not mandatory.

In return, we will offer you a supportive and professional team environment that allows you to develop strategic packages of work, pitch exciting ideas and continue to build on your skills to advance your career to the next level. If a career in driving innovation and supporting the ACT Government to deliver better outcomes to the community through procurement is your dream and you want to be part a supportive and high performing team, Procurement ACT wants to hear from you. Send us your application and get started on the next exciting chapter in your career!

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**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. Please note, this position is in an activity-based working (ABW) arrangement. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants should provide an application that addresses the Selection Criteria of no more than two pages and a curriculum vitae. Please note we will be developing a merit pool to fill similar vacancies over the next twelve months (either permanent or temporary up to 12 months).

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

Contact Officer: JoanneL Gardner (02) 6207 2076 JoanneL.Gardner@act.gov.au

## **Economic Development**

### **VisitCanberra**

#### **Partnerships Events Officer**

#### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 36793)**

Gazetted: 28 October 2021

Closing Date: 15 November 2021

**Details:** VisitCanberra leads the ACT and capital region tourism industry to create and implement a range of marketing and partnership programs that aim to grow the value of tourism to the ACT economy.

We are looking for a highly organised and enthusiastic team player to assist with the delivery of a range of B2B events and familiarisation tours, provide assistance with the administration of grant programs and support industry development activities. Working in a small team, the position presents a unique opportunity to bring a high level of energy and contribute to the promotion of Canberra as a place to visit to domestic and international trade audiences. As a result, the successful candidate will be able to demonstrate experience in delivering events, sound project management skills and a demonstrated ability to be proactive, flexible and manage competing priorities.

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:**

##### **Desirable**

Knowledge of the tourism and hospitality industry sectors.

Current Australian driver's licence.

Ability to work flexible hours and travel as required.

**Note:** This is a temporary position available late December 2021 for a period of 12 months, with possibility of extension and/or permanency. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

**How to Apply:** To apply, please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and details of two referees before the closing date.

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

Contact Officer: Laura Raine (02) 6207 6626 Laura.Raine@act.gov.au

## **Access Canberra**

### **Customer Coordination**

#### **Service Centres**

#### **Assistant Manager, Access Canberra Service Centres**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 38398, several)**

Gazetted: 28 October 2021

Closing Date: 4 November 2021

**Details:** Access Canberra is looking for suitably qualified applicants to fill the position of Assistant Manager, Access Canberra Service Centres.

The Service Centre teams are committed to delivering excellent customer service to the community by being professional, courteous and friendly. The team takes pride in responding to enquiries and processing transactions accurately, thoroughly and promptly.

Access Canberra Service Centres are currently located in Belconnen, Dickson, Gungahlin, Tuggeranong and Woden. Service Centre Assistant Managers will be required to work at any of the above locations as required.

**WHAT YOU WILL DO**

Support the Service Centre Manager to lead, manage and engage a diverse team that consistently delivers superior customer service outcomes in line with regulatory requirements and strategic objectives.

Assist the Service Centre Manager in the day to day operations of the Service Centre, this includes being the most senior staff member on site on occasion, accounting for public monies, supervising staff, handling complex and/or escalated customer enquiries, exercising sound judgement and decision making.

Assist with the recruitment, onboarding and ongoing development of Service Centre staff

Identify areas for process improvement, collaborate with stakeholders to design service delivery improvements and change champion these with staff and customers.

Respond professionally to feedback from customers in both verbal and written formats and utilising feedback to identify and develop areas for improvement.

Deliver, oversee, and evaluate an active Service Centre training program to individuals or groups.

Assist with the supervision and monitoring of progress of staff through their training programs.

Analyse and review data and/or performance to assist in the design and evaluation of training programs.

Implementing workplace respect, equity, diversity, occupational health and safety and participative work practices and principles.

This position does not require a Working with Vulnerable People Check

This position does involve direct supervision of personnel.

**Successful applicants must be prepared to:**

wear a uniform if supplied;

work to a roster that may involve commencing work at 8.00am and/or finishing at 6.00pm; and

work at any Service Centre location as required.

**Eligibility/Other Requirements:**

A Certificate IV in Workplace Training and Assessment and an understanding of adult learning principles is desirable.

All ACTPS employees employed from 30 March 2019 in the Service Centres of Access Canberra will be employed as Scheduled workers and have their working hours scheduled in accordance with subclauses O9.15 to O9.31 of the ACT Public Sector Administrative and Related Classifications Enterprise Agreement 2018 – 2021.

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:** There are several temporary positions available for a minimum of eight weeks with possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 response of NO MORE than two pages including:

1. Detail your greatest achievements in the last five years and how they relate to this position and its duties.
2. Detail how your demonstrated skills, knowledge and behaviour make you the best person for this role in alignment with the duties/responsibilities listed above.
3. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

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

Contact Officer: Elisha Hammond 0422 414 918 Elisha.Hammond@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.

### **Data Scientist**

#### **Senior Officer Grade B/A \$131,773 - \$153,041, Canberra (PN: 02830)**

Gazetted: 03 November 2021

Closing Date: 24 August 2021

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

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

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

**Eligibility/Other Requirements:** Relevant professional qualifications/certifications, and/or extensive relevant experience is desirable.

**Notes:** This position will be filled as either a Senior Officer Grade (SOGA) or Senior Officer Grade B (SOGB) depending on experience. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Applicants should submit their curriculum vitae and a completed questionnaire by the closing date.

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

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

### **Policy and Cabinet**

#### **Cabinet, Assembly and Government Business**

#### **Cabinet, Assembly and Government Business Support Officer**

#### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 33711)**

Gazetted: 29 October 2021

Closing Date: 12 November 2021

**Details:** The Cabinet, Assembly and Government Business branch has an exciting opportunity at the ASO5 level. This position would suit a person who is interested in being at the forefront of government decision making and supporting the passage of Cabinet and Government Business.

To be considered for this role it would be expected that you have a curious mind, possess or have the ability to gain, a strong understanding of the ACT Government's Cabinet, Assembly and Government Business activities and thrive in a team environment.

This is a diverse and interesting role as part of a high functioning branch, who willingly support each other in meeting critical timeframes. The successful applicant will be expected to have sound administrative and organisational skills and the ability to demonstrate resilience in a high-pressure environment.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, 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 will be working in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**How to Apply: Applicants should submit:**

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

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

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

Contact Officer: Isabelle Thompson (02) 6207 0148 Isabelle.Thompson@act.gov.au

## **Economic and Financial Group**

### **Economic Modelling and Quantitative Analysis**

#### **Director**

#### **Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52535)**

Gazetted: 03 November 2021

Closing Date: 22 November 2021

**Details:** The ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is seeking a Director with applied economic and analytical skills to support the development of evidence-based policy and strategic advice.

You will help build bespoke economic and financial models to address policy questions and generate workable solutions. You will become an integral member of the team, working closely with senior staff.

The position involves providing economic and quantitative analysis and advice on a broad range of economic policy and strategic issues for the government as well as providing Treasury support to ACT agencies.

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:** Tertiary or post grad qualifications in economics or similar field would be an advantage. Prior experience in a public or private organisation with a focus on evidence-based analysis and advice will be highly regarded.

**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. The position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

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

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

Contact Officer: Douglas Miller (02) 6205 4079 [Douglas.Miller@act.gov.au](mailto:Douglas.Miller@act.gov.au)

## **Commercial Services and Infrastructure**

### **ACT Property Group**

#### **Finance and Systems**

#### **Finance Officer**

#### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 53861)**

Gazetted: 01 November 2021

Closing Date: 8 November 2021

**Details:** This role is responsible for ensuring financial transactions of the organisation are completed to a high standard and in a timely manner for accounts receivable operations. The role also provides information and advice to other staff on the financial transactions and processes of the business and collaborates with other team members by ensuring the integrity of data entered into the property management system.

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**

Qualification/s or extensive experience in accounting/finance is desirable.

A current driver's licence (car) is desirable

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

**How to Apply:** Please 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 (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

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

Contact Officer: Nishi Gamage (02) 6205 3985 nishi.gamage@act.gov.au

## Corporate

### People and Capability

#### Senior Director People and Development

##### Senior Officer Grade A \$153,041, Canberra (PN: 31951)

Gazetted: 01 November 2021

Closing Date: 8 November 2021

**Details:** The People and Capability Branch is seeking expressions of interest to fill the role of Senior Director People and Capability.

This position leads three busy teams delivering complex people management outcomes in conduct, performance, complaints and injury management as well as the design and delivery of development programs. The successful applicant will be a proven leader who can juggle competing priorities and thrive in a fast paced environment.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ+ are encouraged to apply.

**Eligibility/Other Requirements:** Tertiary qualifications in a legal or human resources-related discipline will be highly regarded.

**Notes:** This is a temporary position available immediately till 27 December 2021 with possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** To apply, please submit a maximum two-page response addressing the Professional / Technical Skills and Knowledge and Behavioural Capabilities outlined in Position Description and attach a curriculum vitae with contact details for two referees.

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

Contact Officer: Steven Wright (02) 6207 1356 steven.wright@act.gov.au

## Economic Development

### Events ACT

#### Social Media and Content Officer

##### Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 49128)

Gazetted: 01 November 2021

Closing Date: 17 November 2021

**Details:** Do you love the buzz of events? Do you want to join a dynamic team of marketing and communications specialists who play a vital role in the success of Canberra's events? As Social Media and Content Officer at Events ACT, you will play an important role in creating and implementing social campaigns to support the promotion of a suite of events at a local and national level.

You will have endless opportunities to put your creativity, content writing and organisational skills to the test as you work alongside campaign managers, public relations, and web and graphic design teams to execute effective social media campaigns which are fundamental to the success of our major and community events.

The campaigns will be designed to create and increase awareness locally, regionally and nationally, encourage attendance, contribute to community vibrancy, city pride and connectedness, and grow the ACT economy by encouraging economic activity and visitation from interstate markets.

Your ability to hit the ground running and effectively manage your time will be a key asset in this role as you work closely with the internal and external stakeholders to support the delivery of multiple projects concurrently.

The successful candidate will be passionate about Canberra and its events offering and demonstrate a strong ability to develop messaging and tactics which speak to our audiences and bring our marketing campaigns to life.

You will be working in a small dynamic team of enthusiastic creative professionals. Events ACT recognises the fundamental role our people play in our success. While this is a fast-paced role you will be supported to thrive and grow your skills as a marketing professional. Our ideal candidate will be passionate about collaboration and feel strongly about building on the supportive high performing culture we have developed here.

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 qualification in marketing, communications or related discipline is highly desirable

A minimum of 18 months experience in marketing and/or communications is strongly preferred.

Experience in and an understanding of the demands and requirements of working in the events industry.

Flexibility to work occasional weekends, public holidays and evenings during key event periods.

**Note:** This is a permanent position 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. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date. Selection may be based on application and referee reports only.

**How to Apply:** If this sounds like you, please send your curriculum vitae and an application. Applications should clearly address the Selection Criteria and be no longer than three pages telling us why you are the right person for the job.

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

Contact Officer: Sarah Marks (02) 6205 9728 Sarah.Marks@act.gov.au

**Corporate**

**People and Capability**

**Director Learning and Development**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 55528)**

Gazetted: 02 November 2021

Closing Date: 9 November 2021

**Details:** This role is a great opportunity to develop and implement strategic approaches to learning and capability development across an organisation.

As the Director of the Learning and Development team you will be responsible for the planning, development and management of programs and initiatives that enhance the skills, knowledge and behaviours of the directorate to meet current and future business needs.

You will lead a small team, and work with a range of stakeholders, to enable this.

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 vacancy available for up to 12 months with the possibility of extension. 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, your resume and the contact details of two referees via the online application form.

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

Contact Officer: Leesha Pitt (02) 6205 0566 Leesha.Pitt@act.gov.au

## **Digital, Data and Technology Services**

### **Technology Services Branch**

#### **Networks, Communication Services**

##### **Senior Director - Networks, Communications Services and ICT Facilities**

###### **Senior Officer Grade A \$153,041, Canberra (PN: 17026)**

Gazetted: 02 November 2021

Closing Date: 8 November 2021

**Details:** Interested in a role that provides critical infrastructure, communication and ICT network capability across ACT Government?

This position leads a large team of network, communication, voice and data connectivity experts who manage and support the ACT Government's data and voice networks. The teams in the section develop solutions for customers, in collaboration with other Shared Services teams. It requires a strong focus on implementing effective strategies and continuous improvement of service delivery capability by providing professional, enterprise communications solutions that underpin customers current and future business needs.

#### **Eligibility/Other requirements:**

The applicant must hold a minimum CMTEDD issued Personnel Vetting Program certificate, preferably a NV1 clearance.

**Notes:** This is a temporary position available from mid-November 2021 for two months with the possibility of extension up to four months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

**How to Apply:** Please apply with your curriculum vitae, two (2) referees and a one (1) page written response (pitch) which addresses the Position Description and what you would bring to the role.

**Applications should be sent to the Contact Officer.**

Contact Officer: Jake Radloff (02) 6207 2341 Jake.Radloff@act.gov.au

## **Corporate**

### **People and Capability**

#### **Safety and Wellbeing**

##### **Assistant Director - Safety and Wellbeing**

###### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53831)**

Gazetted: 02 November 2021

Closing Date: 19 November 2021

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

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ+ are encouraged to apply.

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

Qualifications and technical expertise in workplace health and safety, or equivalent experience are highly desirable.

Qualifications in training, auditing and investigations will be considered favourably.

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

**How to Apply:** Please provide:

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

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

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

Contact Officer: Raphaela Higginbotham (02) 6205 0290 [raphaela.higginbotham@act.gov.au](mailto:raphaela.higginbotham@act.gov.au)

## **Communications and Engagement**

### **CMTEDD Communications and Engagement**

#### **Content**

##### **Digital Communication Officer**

##### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 18246)**

Gazetted: 28 October 2021

Closing Date: 4 November 2021

**Details:** The CMTEDD Communication and Engagement team is looking for an ASO5 Digital Communication Officer. You will be part of a small team responsible for managing the day-to-day delivery of the directorate's online channels.

You will work with officers from across the division to develop, publish and improve web content across channels and manage this with key stakeholders.

Under direction of the Director and other team members, you will:

Assist to maintain the directorate's websites, intranets and portals, and update new sites/architecture as required. Publish digital content and help update the directorate's digital channels including websites and intranets in ways that always consider the audience first, and in accordance with ACT Government publishing and website standards.

Monitor, analyse, evaluate and report on the directorate's digital channels to drive best practice.

Provide advice to stakeholders on structure for digital content based on best practice content design principals.

Liaise effectively with a range of stakeholders.

Provide communications and online services support at the Public Information Coordination Centre (PICC) in times of a Territory emergency.

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

Other duties as directed

This position does not involve the direct supervision of staff.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

##### **Professional Experience and Knowledge**

Demonstrated experience in publishing high quality digital content and managing online channels and platforms. Ability to liaise and negotiate effectively with a range of stakeholders to meet multiple deadlines amid competing priorities.

Demonstrated understanding of accessibility, usability and best practice content design and ability to create effective, easy to understand content that meets accessibility requirements.

Understanding of, and demonstrated commitment to, the implementation of the ACTPS Values, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety initiatives.

#### **Technical Skills**

Skills in contemporary techniques for creating user-centric content for various channels, including writing, curating and publishing content for a variety of audiences.

An understanding of UX design, experience with HTML and use of the Squiz content management system.

Understanding of the Digital Service Standard and Australian accessibility standards

Knowledge of contemporary communications and digital media practices.

Minimum of two years' experience working professionally in digital communications is preferred.

**Notes:** Selection may be based on application and referee reports only. Flexible working arrangements with occasional out of hours and/or weekend work may be required.

**How to Apply:** Please review the relevant Position Description and submit a two-page pitch detailing your relevant skills and experience and reason for applying, along with your current curriculum vitae and written reports from two referees.

All applicants are advised to contact the nominated Contact Officer if they require further information prior to applying.

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

Contact Officer: Bernadette Brennan (02) 6207 9043 [bernadette.brennan@act.gov.au](mailto:bernadette.brennan@act.gov.au)

## **Community Services**

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

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

### **Office of the Director-General**

#### **Executive Office**

#### **Executive Officer**

#### **Senior Officer Grade A \$153,041, Canberra (PN: 17501)**

Gazetted: 02 November 2021

Closing Date: 16 November 2021

**Details:** The Office of the Director General is a critical first point of contact for the Directorate by the Ministers and their staff, government office holders, representatives of other ACT Government and Commonwealth agencies, the community sector, and clients. The Executive Unit consists of the Director-General, the Deputy Director-General, two Executive Officers and two Executive Assistants.

The Unit is a dynamic and outcomes-oriented area focused on delivering high level support to the Executive and Ministers. Organisational Governance reports directly to the Deputy Director-General. The Executive unit are seeking a highly motivated individual to undertake the role of Executive Officer. The successful applicant will require excellent administrative and organisational skills, highly developed verbal and written communication skills, and the ability to build supportive working relationships with internal and external stakeholders.

**Eligibility/Other requirements:** A qualification in public administration or a related subject is desirable.

**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 at least two referees, one of which is your current manager.

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

Contact Officer: Catherine Rule (02) 6207 0151 [catherine.rule@act.gov.au](mailto:catherine.rule@act.gov.au)

### **Children Youth and Families**

#### **Children and Families**

#### **Child Development Service**

#### **Speech Pathologist**

#### **Health Professional Level 1/2 \$64,531 - \$94,461, Canberra (PN: 36169)**

Gazetted: 02 November 2021

Closing Date: 19 November 2021

**Details:** The Child Development Service has a vacancy available for a HP1/2 Speech Pathologist. This is a temporary position available for 12 months.

The Child Development Service focuses on identifying developmental delays for children 0-6 years and autism assessment to age 12 years.

The speech pathologist in this position will provide clinical services within a community based, multidisciplinary team within the Child Development Service. The successful staff member will screen children to identify those at risk of developmental delay, and support their movement through the service system. They may also be involved in the provision of autism assessments within a multidisciplinary team.

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

**Eligibility/Other Requirements:**

**Essential qualifications and experience**

Tertiary qualification in Speech Pathology

Eligible for Membership of Speech Pathology Australia

A current drivers licence.

**WWVP:** 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** This is a temporary position available for 12 months.

**How to Apply:** Please submit your written response to Selection Criteria located in the Position Description along with a curriculum vitae. Please attached the contact details of two current referees. **Please note:** when responding to the Selection Criteria please keep your response to 400 words or less per criteria.

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

Contact Officer: Sophia Hehir (02) 6205 5199 [Sophia.Hehir@act.gov.au](mailto:Sophia.Hehir@act.gov.au)

**Children Youth and Families**

**Children and Families**

**Child and Family Centre - Gungahlin**

**Child and Family Worker**

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 33537)**

Gazetted: 01 November 2021

Closing Date: 17 November 2021

**Details:** Child and Family Centres provide a range of universal and targeted services based on the needs of children and their families, with a strong emphasis on providing outreach services in homes, schools and the community. The Centres are staffed by professionals, including social workers, psychologists, and early childhood educators, and are designed to provide a range of support programs to assist parents, carers and young children (pre-birth to 8 years). The position is responsible for providing effective culturally proficient interventions for children and families, including group programs. As part of an integrated team, the Child and Family Workers will also identify, develop, implement and evaluate community development and education initiatives that work to strengthen the community for optimal child development outcomes. This position will work from the Centres and in outreach settings such as schools and early childhood settings. They will be responsible for establishing effective and sustainable partnerships across schools, communities, government and non-government agencies and the business sector. Current vacancy is located at Gungahlin Child and Family Centres, process maybe used to fill further vacancy as they arise at any of the Child and Family Centre's across Canberra.

**Eligibility/Other Requirements:**

**Essential qualifications and experience:**

Applicants must possess a relevant degree such as Social Work, Psychology, Early Childhood Education or a related field.

At least three years post qualification experience in a relevant field of case management working with children and families.

Currents drivers' licence is essential.

A sound knowledge and understanding of the social and economic issues affecting children, young people and their families within the ACT Government.

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required

For further information on Working with Vulnerable people registrations refer to:  
[www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

**Additional information**

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

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

**Note:** This is a temporary position available immediately for six months. A Merit Pool may be established from this selection process and maybe used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

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

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

Contact Officer: Gerard Nolan (02) 6205 0229 Gerard.Nolan@act.gov.au

**Inclusion and Participation**

**Social and Community Inclusion**

**Office for Women**

**Assistant Director**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53681)**

Gazetted: 01 November 2021

Closing Date: 15 November 2021

Details:

***Are you an analytical and strategic thinker?***

***Do you have impeccable time management skills and a high-level attention to detail?***

***If so, then this position might be for you.***

The Inclusion and Participation Division is seeking a dynamic and self-motivated person, to join our team and contribute to the development of policy and program advice, preparation of Ministerial briefings and correspondence, and provide secretariat support to a range of councils and committees when requested. Successful applicants may be utilised at level in any of the work streams.

We are looking for enthusiastic team members who have proven skills in policy development and/or program management, stakeholder engagement, have strong analytical and communication skills and an ability to work to tight time frames.

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

**Notes:** This is a temporary position until 30 June 2023 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies across Inclusion and Participation over the next 12 months.

**How to Apply:** To apply, please submit a current curriculum vitae, contact details of at least two referees and a Statement of Claims (maximum two pages), framed around the skills and capabilities listed in the Position Description, keeping in mind the duties and responsibilities of this position. It is not necessary to address each individual example. To assist you in responding to the criteria, please refer to the Manager/Expert/Specialist section of each capability of [ACTPS Shared Capability Framework](#).

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

Contact Officer: Caroline Jeppesen (02) 6207 7287 Caroline.Jeppesen@act.gov.au

**Children, Youth and Families**

**Child and Youth Protection Services**

**Cultural Services**

**Cultural Services Officer**

**Child and Youth Protection Professional Level 2 \$75,950 - \$102,245, Canberra (PN: 27137)**

Gazetted: 29 October 2021

Closing Date: 17 November 2021

**Details:** The Cultural Services Team are focused on working in partnership with families, the community and CYPs colleagues to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander families. The work is underpinned by best practice and culturally responsive case management. The Team has responsibility for oversight, management, and direction of the day-to-day operations requiring cultural services across CYPs. The CYP2 Cultural Services Officer role is focused on supporting CYPs to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander children and young people through culturally appropriate client service, underpinned by best practice culturally appropriate trauma informed case management.

**Eligibility/Other Requirements**

**Essential qualifications and experience:**

Proficiency in Aboriginal and Torres Strait Islander culture.

Relevant tertiary qualifications in Social Work, Psychology or related discipline and/or equivalent work experience with children, young people and their carers or families.

At least 12 Months practice experience working with children, young people and their carers or families.

Current Driver's Licence.

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

**Additional Information**

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

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

**Notes:** An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 take into consideration the duties and personal qualities outlined above when addressing how you have demonstrated the Selection Criteria. The examples supporting the Selection Criteria are intended to assist you by providing context and as such you are not expected to specifically address the examples in your responses. Limit your responses to 400 words per criteria.

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

Contact Officer: Narelle Rivers (02) 6207 5593 [narelle.rivers@act.gov.au](mailto:narelle.rivers@act.gov.au)

**Housing ACT**

**Executive**

**Executive, Government and Engagement**

**Executive Assistant**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 39762)**

Gazetted: 28 October 2021

Closing Date: 11 November 2021

**Details:** Are you an experienced Executive Assistant who wants to work in a dynamic and supportive team, and contribute to an organisation that puts the most vulnerable in our community first?

At Housing ACT, we provide social housing and specialist homelessness funding to meet the needs and circumstances of low income and disadvantaged people. We are committed to excellence and the highest ethical standards as we focus on client outcomes, respond to individual needs, and manage the public housing portfolio. The Executive, Government and Engagement Team is a central service-delivery team, operating in a fast-paced work environment and reporting directly to the Executive Group Manager of Housing ACT. The team supports the Housing ACT Executive, is customer focused and delivers high level coordination and management of Ministerial, Assembly and Cabinet business and strategic engagement and communications.

The Executive Assistant to the Executive Group Manager, Housing ACT manages the smooth operation of administrative support functions for the Executive Group Manager and an Executive Branch Manager. This is a busy role but, unlike other Executive Assistant positions, is supported by a team so that you aren't working alone. Experience in diary and daily paper management, secretariat support, organising and actioning Executive emails and using initiative to coordinate Executive workflow is essential.

If this sounds like you, we would love to hear from you!

**Notes:** This is a temporary position available for 12 months from December 2021 to December 2022 with the possibility of permanency.

**How to Apply:** Send in your curriculum vitae and a two page pitch telling us why you would be perfect for this role, including how you have all the required skills, knowledge and behaviours (under position requirements in the Position Description).

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

Contact Officer: Tracey Lianos (02) 6207 1396 Tracey.Lianos@act.gov.au

## **Cultural Facilities Corporation**

### **ACT Historic Places**

#### **Visitor Services Supervisor**

##### **Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 9026)**

Gazetted: 28 October 2021

Closing Date: 11 November 2021

**Details:** The Visitor Services Supervisor will supervise and support a team of Visitor Services Officers at Lanyon Homestead, Mugga Cottage and Calthorpes' House. This role is part of the Visitor Experience and Interpretation team and is responsible for ensuring excellent customer service and visitor experiences through the delivery and supervision of museum tours, learning and public programs, events, retail, and front of house services to a diverse range of visitors.

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

Must possess a current driver's licence.

Be able to work rostered hours including weekends, public holidays and across the three ACT Historic Places properties.

First Aid Certificate (or a willingness to obtain).

Hold a Working with Vulnerable People registration (or willingness to obtain).

**Note:** This is a part-time permanent position available at 28:00 hours per week and the full-time salary noted above will be paid pro-rata.

**How to Apply:** Applicants must submit a curriculum vitae and a written response to the capabilities which form the criteria located in the Position Description.

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

Contact Officer: Nicky State (02) 6237 6511 nicky.state@act.gov.au

### **ACT Historic Places**

#### **Visitor Services Officer**

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

Gazetted: 28 October 2021

Closing Date: 11 November 2021

**Details:** Visitor Services Officers provide engaging interpretation for visitors and school groups through our learning and public programs, events and provide exceptional customer service and quality experiences at the three ACT Historic Places sites: Lanyon Homestead, Calthorpes' House, and Mugga-Mugga. Duties include delivering guided tours, education programs and events, museum reception and retail and answering visitor enquiries. Visitor Services Officers work on rostered shifts and are required to be available on weekdays and weekends/public holidays. This is an exciting opportunity for a front of house professional with a strong interest in historic sites, museums, and visitor programs.

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

Must possess a current driver's licence.

Hold an ACT Working with Vulnerable People registration, or willingness to acquire.

First Aid Certificate (or a willingness to acquire).

Be willing to work across the three ACT Historic Places properties on a roster including weekends, public holidays (penalty rates apply).

**Note:** This position will be offered on a casual basis \$38.48 ph. The full-time salary noted above will be paid pro-rata.

**How to Apply:** Applicants must submit a curriculum vitae and a 1–2-page pitch addressing the capabilities from the criteria outlined in the Position Description.

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

Contact Officer: Nicky State (02) 6237 6511 [nicky.state@act.gov.au](mailto:nicky.state@act.gov.au)

## **Education**

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

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

### **Fraser Primary School**

#### **Enrolments and Finance Officer - Fraser Primary School**

**Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 53644)**

Gazetted: 03 November 2021

Closing Date: 17 November 2021

Details: Fraser Primary School is looking for an enthusiastic and dedicated person, with exceptional customer service skills to join the school front office team. Working closely with the Principal and Business Manager, the position manages and coordinates all student enrolment requirements and financial transactions to support the operational needs of the school. Responsibilities include managing and coordinating student enrolment functions and processes including data entry, absences and student records. The role is also responsibilities for receipting, purchase orders and associated ordering, creditor invoice collation and entry to the financial management software and banking.

Key to this role is the ability to advise on and implement effective office management practices, proficiency in the use of a variety of computer applications, databases and spreadsheets and an organised mind balanced with the ability to maintain productive relationships with various school and community stakeholders.

Fraser Primary is a large Preschool to Year 6 school with 610 students and over 50 staff located in Belconnen. Our enrolment area includes all of Fraser, parts of Dunlop, Charnwood and Flynn.

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

Please note: In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, staff members working at <add school name> must provide evidence of their vaccination status.

Applicants for this position will be required to provide their vaccination status as follows:

first dose of a registered COVID-19 vaccine by no later than 1 November 2021, and

second dose of a registered COVID-19 vaccine by no later than 29 November 2021.

**Desirable:** A First Aid Certificate or a willingness to undertake appropriate training. Working knowledge of Sentral School Administration System (SAS) and Xero financial management software.

**Note:** In accordance with the *Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021*, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

**How to Apply:** Please submit your response of no more than two pages addressing the Selection Criteria (professional/technical skills and knowledge and behavioural capabilities), together with your curriculum vitae and

names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.  
Contact Officer: Sharon Beaumaris (02) 6142 0521 [Sharon.Beaumaris@ed.act.edu.au](mailto:Sharon.Beaumaris@ed.act.edu.au)

#### **South Weston Network**

##### **The Woden School**

##### **School Assistant 4 Year 7/8**

**School Assistant 4 \$68,175 - \$73,820, Canberra (PN: 48192)**

Gazetted: 03 November 2021

Closing Date: 17 November 2021

**Details:** The Woden School is looking for a highly motivated and energetic person to engage and support a range of innovative education programs designed to promote independence and responsibility.

The Successful applicant will support Individualised learning programs for Year 7 and 8 students with an intellectual disability and/or autism, focus is on all areas of education, personal development and living skills, recreational, vocational, and social experiences.

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

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

**Note:** In accordance with the *Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021*, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools).

specialist schools.

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

**How to Apply:** Please submit your response of two - three pages addressing the Selection Criteria as detailed in the position description, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

**Contact Officer:** Jenna Blake (02) 6142 0200 [Jenna.Blake@ed.act.edu.au](mailto:Jenna.Blake@ed.act.edu.au)

#### **South Weston Network**

##### **The Woden School**

##### **School Assistant 4 - Year 9/10**

**School Assistant 4 \$68,175 - \$73,820, Canberra (PN: 48191)**

Gazetted: 03 November 2021

Closing Date: 17 November 2021

**Details:** The Woden School is looking for a highly motivated person to work closely with Year 9 and 10 team to develop, enhance and manage programs to enhance the learning and engagement of students with a disability within the school and the wider community.

The successful applicant will support the education programs for students in years 9 to 10 with an intellectual disability and/or autism to promote respect, independence, safety and responsibility.

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

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

**Note:** In accordance with the *Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021*, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools).

specialist schools.

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

**How to Apply:** Please submit your response of two - three pages addressing the Selection Criteria as detailed in the position description, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

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

Contact Officer: Jenna Blake (02) 6142 0200 [Jenna.Blake@ed.act.edu.au](mailto:Jenna.Blake@ed.act.edu.au)

## South Weston Network

### The Woden School

#### School Assistant 4 - Year 11/12

**School Assistant 4 \$68,175 - \$73,820, Canberra (PN: 48190)**

Gazetted: 03 November 2021

Closing Date: 17 November 2021

**Details:** An exciting opportunity exists to support and enhance the extra curricula activities for students in Years 11 and 12 at The Woden School, who are transitioning to life after school.

The successful applicant will support and enhance individual education programs for students in years 11 to 12 with an intellectual disability and/or autism to promote independence and responsibility.

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

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

**Note:** In accordance with the *Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021*, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

- schools that cater for children under 12 (preschool to year 6 schools)
- specialist schools
- flexible learning programs, and
- early childhood education and care services (including out of school hours care)
- P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

**How to Apply:** Please submit your response of two - three pages addressing the Selection Criteria as detailed in the position description, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

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

**Contact Officer:** Jenna Blake (02) 6142 0200 [Jenna.Blake@ed.act.edu.au](mailto:Jenna.Blake@ed.act.edu.au)

### Teaching and Learning

#### SLC Design and Technology - Canberra High School

#### School Leader C \$130,338, Canberra (PN: 02586)

Gazetted: 03 November 2021

Closing Date: 17 November 2021

**Details:** Canberra High School is a vibrant 7-10 school with approximately 880 enrolments. We operate as a professional learning community with a focus on collaboration, evidence informed practices, and high expectations for all of our staff and students. As a community, everything we do is strongly guided by our CARES values.

We are seeking a dynamic school leader to join our Design and Technology Team. This position will have a strong focus on improving student outcomes through data driven collaboration, and the provision of contemporary learning environments.

Our successful applicant will:

Lead a dynamic Design and Technology faculty in developing and implementing curriculum programs and incorporating contemporary and relevant teaching strategies.

Maintain and manage the Design and Technology budgets, resources, and staffing.

Establish highly effective relationships with all members of the school community including staff, parents, students, and external providers.

Support the Leadership team to develop and achieve whole school strategic goals and lead whole school responsibilities as negotiated with the principal.

**Eligibility/Other Requirements:** A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

Prior to commencing in 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants.

These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

**Note:** In accordance with the *Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021*, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**Applying for the position**

Questions about individual school leader positions should be directed to the relevant Contact Officer. This can help when preparing your submission as the contact officer be able to share with you more detailed information about the position, allowing you to tailor your response.

Conducting some research about the Directorate, the ACT Government and the ACT Public Service before making a submission can also provide you with insights to help make your responses more relevant.

The aim of a written response is to provide the selection panel with clear, concise information and evidence about your demonstrated suitability and potential to perform the role effectively.

Before you start your written response, check the format and style that is being requested as this may differ from other formats and styles you've prepared previously. Any written response should be persuasive with evidence-based examples to demonstrate your abilities.

**How to Apply:** Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

Statement of claims based on the Position Information and School Leader Capability Framework:

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Contact Officer: Samara Chisholm (02) 6142 0800 [Samara.Chisholm@ed.act.edu.au](mailto:Samara.Chisholm@ed.act.edu.au)

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

**Belconnen**

**Maribyrnong Primary School**

**Deputy Principal**

**School Leader B \$151,757, Canberra (PN: 12143)**

Gazetted: 03 November 2021

Closing Date: 10 November 2021

Details:

Maribyrnong Primary School is looking for a dynamic, motivated School Leader B to join our team. The successful applicant will lead, modelling the school's established values, to build trusting respectful relationships with colleagues, students and families across the school as it continues to grow.

Oversee the use of evidence-based practices to improve planning, pedagogy, assessment and reporting outcomes aligned to the Australian Curriculum and The Early Years Learning Framework.

Lead the Affiliated Schools Program, including Pedagogical Content Knowledge clinics, University of Canberra research affiliations and oversee current procedures that are in place to monitor and evaluate the intended impacts of the school's partnerships.

Lead and manage student well-being and disability education, including small group programs, across the school with a focus on inclusion; use a coaching and mentoring model to build staff capacity.

Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students; and demonstrate outstanding skills in connecting with the whole school community.

**Eligibility/Other Requirements:**

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Please note: In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, staff members working at Maribyrnong Primary School must provide evidence of their vaccination status.

Applicants for this position will be required to provide their vaccination status as follows:

first dose of a registered COVID-19 vaccine by no later than 1 November 2021, and

second dose of a registered COVID-19 vaccine by no later than 29 November 2021.

**Notes:** The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

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

**Statement of claims based on the Position Information and School Leader Capability Framework:**

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

**Curriculum vitae:**

Your curriculum vitae should be up to date and provide relevant information about your education, employment history, experience and workplace achievements. It should be formatted to make it easy to read.

**Referees:**

In choosing referees, consider how well they know your work and can speak about your capabilities.

Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

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

Contact Officer: Andrew Buesnel (02) 6142 0570 [Andrew.Buesnel@ed.act.edu.au](mailto:Andrew.Buesnel@ed.act.edu.au)

## **Service Design and Delivery**

### **Digital Strategy, Services and Transformation**

#### **Strategy, Design and Projects**

##### **Senior Data Warehouse Developer**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 39754)**

Gazetted: 02 November 2021

Closing Date: 19 November 2021

**Details:** Working as part of the Data Insights Team, you will use and develop your technical skills to ingest and maintain data in accordance with data governance requirements. You will help to automate processes providing the education system with efficiencies and assist with Big Data strategies enabling business insights for evidence-based decisions.

Through understanding the WhoG technology and data strategy, you will ensure alignment and ongoing improvement with existing solutions and standards. You will be expected to work with key technical and business staff from across the organisation to develop key instrumental business solutions, building relationships inside and outside the organisation to support ACT Education's growth.

Ideally you have 5+ year experience delivering data warehousing artifacts by using Microsoft SQL Server suite and are excited about how your contributions can enable and strengthen the education system here in the ACT.

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

##### **MANDATORY REQUIREMENTS**

Permanent resident of Australia

##### **HIGHLY DESIRABLE**

Cloud platform experience (Azure preferred)

Programming/scripting experience

Possession of a current driver's licence and access to a private vehicle

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

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

why you want the role;

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

describe an achievement that you are most proud of.

A current curriculum vitae,

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

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

Contact Officer: Sunny Kokane (02) 6205 9073 Sunny.Kokane@act.gov.au

## **School Performance and Improvement**

### **North/Gungahlin**

#### **Throsby School**

#### **Building Services Officer**

#### **Building Service Officer 3 \$71,486 - \$75,539, Canberra (PN: 55148)**

Gazetted: 01 November 2021

Closing Date: 15 November 2021

**Details:** Do you want to be part of the opening of Canberra's newest Preschool to year 6 school? Are you looking for a diverse and rewarding role in a dynamic setting? Is a community-focus and best practice processes in line with organisation policies and relevant legislation some of your strengths?

If you answered yes to those questions, we have an exciting opportunity for you. Canberra's newest school, located in Throsby and opening for the 2022 school year is looking for a well-organised and responsible person for the Building Services Officer role.

The successful applicant will play a vital role in providing service and support to the school community. They will maintain the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards; completing emergency and other repairs to trade/industry standard OR ensuring this standard when organising and overseeing emergency repairs.

The position will support the Business Manager, Principal students and staff in providing a safe and aesthetically pleasing environment for the whole community.

Key to this role is a high degree of manual activity. Applicants should possess an appropriate level of functional physical fitness, and well-developed interpersonal skills, including the ability to communicate effectively with various people such as staff, parents/carers and the ability to relate to students. You will need to work effectively as part of a team while also using initiative and working independently when necessary.

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

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

**Mandatory Asbestos Awareness Training:** Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement. For further information refer to: [Access Canberra](#)

A pre-employment medical clearance is required prior to commencement.

Mandatory Training in other WHS procedures may be required during employment: for example Working at Heights, Sharps.

An industry recognised trade qualification or equivalent work experience is highly desirable.

A current First Aid certificate is highly desirable.

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

**How to Apply:** Please include a curriculum vitae of no more than two pages in length as well as a response to the Selection Criteria, no more than five pages in length. On your curriculum vitae, please include names and contacts of two referees.

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

Contact Officer: Janine Lancaster (04) 7917 8734 janine.lancaster@ed.act.edu.au

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

## **Business Services**

### **Strategic Finance and Procurement**

#### **Schools Resourcing and Finance**

#### **Assistant Director - SSEMS Support**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 40944)**

Gazetted: 29 October 2021

Closing Date: 12 November 2021

**Details:** The Schools Resourcing and Finance team is looking for an Assistant Director who can assist schools with the implementation and on-going support for the new Schools Staff Expenditure Monitoring System (SSEMS) as well as maintaining and enhancing SSEMS in consultation with the system developer and other school finance related roles including financial modelling and month end processes.

To be successful in joining the team you will need to be a motivated, well organised person who can work independently and as a team member. To be successful in the role of Assistant Director, SSEMS Support, you will possess experience in accrual-based public sector accounting and strategic budgeting, have strong data analyst and complex modelling skills, high level communication skills both written and oral, and the ability to develop and implement innovative solutions to complex problems.

**Eligibility/Other Requirements:**

Tertiary accounting or equivalent qualifications is highly desirable.

Advanced excel skills.

Experience in TM1.

**Notes:** This is a temporary position available immediately until 5th September 2022 with the possibility of permanency.

**How to Apply:** Potential candidates should include a supporting statement of no more than two pages addressing the Selection Criteria 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: Camille Sides 02) 6207 6224 Camille.Sides@act.gov.au

**School Performance and Improvement Division**

**Belconnen Network**

**Hawker College**

**Finance Officer and Executive Assistant**

**School Assistant 4 \$68,175 - \$73,820, Canberra (PN: 42830)**

Gazetted: 29 October 2021

Closing Date: 5 November 2021

**Details:** Hawker College is a public school in Belconnen catering to approximately 520 students completing their final two years of secondary education and offers a wide range of curriculum choices.

Hawker College is committed to learning and wellbeing progress for every student. We have high expectations for academic performance, participation, and behaviour. To ensure that students reach their full potential, we provide extensive services that support wellbeing, study skills, employment capabilities and career planning.

School priorities

All students master the essential skills and knowledge of their learning program

Successful transitions and pathways for all students.

The Finance Officer/EA will support the school senior leadership by providing a high standard of executive assistance and administrative support to the Principal and executive staff. Additionally, the Finance Officer/EA will assist the Business Manager with financial reporting and budgeting, providing support in accounting and financial administration. The successful applicant will have the capacity 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.

This role is vital to the daily operation of the school. As part of the Administration team, the Finance Officer/EA will work closely with the school Senior Executive; they will collaborate with the school's Business Manager and Receipts Officer in managing school finance and providing support to the Senior Executive.

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:**

First Aid Certificate or a willingness to undertake appropriate training.

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

**Note:** This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to Apply:** Applicants should provide written responses that address the numbered Selection Criteria located in the Position Description. Limit responses to 300 words (max) per criteria. Please also attach a current curriculum vitae; and a list of referees.

Applications should be submitted via the Apply Now button below.

**Contact Officer:** Hayden Weeks (02) 6142 0355 [Hayden.Weeks@ed.act.edu.au](mailto:Hayden.Weeks@ed.act.edu.au)

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

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

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

#### **Environment**

##### **Resilient Landscapes**

##### **Biosecurity and Rural Services**

##### **Biosecurity Officer**

**Technical Officer Level 2 \$65,966 - \$75,539, Canberra (PN: 53957, several)**

Gazetted: 03 November 2021

Closing Date: 17 November 2021

**Details:** An opportunity exists within the Biosecurity and Rural Services team for a 'Biosecurity Officer'. The role is for a fixed term and will cease in June 2025.

The purpose of the role is to form part of a team which will assist with emerging and on-going biosecurity matters across ACT. You will assist with implementing pro-active control in the areas of invasive plants and animals, pest and disease surveillance, and emergency preparedness and response.

The position involves working in remote areas, urban areas, rural lands and requires a close working relationship with both internal and external stakeholders such as ACT Parks and Conservation Service (PCS), rural lessees, neighbouring NSW private landholders and government agencies.

You will effectively engage with stakeholders to educate and assist with invasive species control and engage in compliance actions where required and apply appropriate regulations as they relate to invasive species control.

You will balance role requirements in an environment that is technically complex and often unpredictable and where emergency situations can take precedence over planned activities.

Applicants who identify as Aboriginal or Torres Strait islanders are encouraged to apply.

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

This position is classified as a "Fire Trained Employee" under the ACT Public Sector Administrative and Related Classifications Enterprise Agreement.

**Notes:** This is a temporary position available until June 2025. A Merit Pool will be established from this selection process and will be used to fill similar vacancies over the next 12 months.

**How to Apply:** To apply, please provide a response to each Selection Criteria, no more than a page each, and provide copies of your relevant qualifications and licences.

A resume must also be attached, including contact numbers for relevant referee's.

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

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

Contact Officer: Kirsten Tasker (02) 6207 5149 [Kirsten.Tasker@act.gov.au](mailto:Kirsten.Tasker@act.gov.au)

#### **Environment**

##### **Conservation and Water Planning and Policy**

## **Parks Planning and Policy**

### **Assistant Director**

#### **Senior Professional Officer Grade C \$111,887 - \$120,436, Canberra (PN: 40432)**

Gazetted: 28 October 2021

Closing Date: 11 November 2021

**Details:** The Parks Planning and Policy Section of the Environment, Planning and Sustainable Development Directorate is responsible for preparing statutory management plans for conservation reserves to protect biodiversity, and promote appropriate recreational, educational and scientific uses within reserve areas. The section also prepares policies, plans and strategies for the management of key natural resources in reserves, reviews existing reserve management plans and prepares implementation reports.

All processes require the preparation of associated documents, advice to the Minister and extensive stakeholder and public consultation.

The section also provides conservation advice to the ACT Government on a broad range of government policies and strategies.

#### **What we are looking for**

A committed, enthusiastic person to work in a small team and partner with the community to protect, conserve and enhance the natural and cultural values of the ACT.

A team player, who will participate with other members of the team to foster a culture of respect, innovation, collaboration and integrity.

A person with demonstrated experience in natural resource management and a sound knowledge of conservation planning issues related to the ACT.

A person with excellent written and oral communication skills, project management skills and experience in preparing documents related to the management of public land reserves, and

A person with excellent facilitation skills who will develop and maintain effective relationships with multiple stakeholders.

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

##### **Mandatory:**

A Bachelor-level university degree in a relevant field of natural resource management, environmental planning or related discipline is required.

A current manual driver's licence is required.

##### **Highly Desirable:**

Demonstrated experience using GIS and database management platforms would be an advantage but not essential to the position.

**Notes:** This is a temporary position available immediately up till 1 December 2022. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please send your curriculum vitae, details of two referees, and a response addressing the Selection Criteria (detailed in the Position Description) with no more than half a page per criteria. Applications that do not address the Selection Criteria will not be assessed.

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

Contact Officer: Jasmyn Lynch (02) 6205 4815 [jasmyn.lynch@act.gov.au](mailto:jasmyn.lynch@act.gov.au)

## **Suburban Land Agency**

### **Office of the Deputy Chief Executive Officer**

#### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 42940, several)**

Gazetted: 28 October 2021

Closing Date: 11 November 2021

**Details:** Applications are sought from potential candidates for multiple Executive Assistant positions within the Suburban Land Agency (the Agency).

The Agency has a collaborative and high performing Executive Support team whose primary function is to ensure the Agency's Executive are effectively supported, by managing competing priorities to support the delivery of Agency objectives and meet stakeholder expectations. The team is made up of two Executive Officers and two Executive Assistants that each support three Executives.

In these fast-paced and important positions you will draw on administration and people skills and capability to provide quality executive support, maintain the integrity of the Agency, effectively manage stakeholder relationships, and ensure the quality of outputs from the Agency are to a high standard.

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

**Eligibility/Other Requirements:** Experience supporting a Senior Executive would be highly desirable.

**Notes:** There is one permanent position available and one temporary position available 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. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants should submit a supporting statement (of no more than two pages), addressing the Professional and Technical Skills and Knowledge, and Behavioural Capabilities of the position which outlines 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: Guenivere Marshall (02) 6207 0576 [guenivere.marshall@act.gov.au](mailto:guenivere.marshall@act.gov.au)

### **Justice and Community Safety**

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

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

#### **ACT Human Rights Commission**

##### **Victims of Crime Commissioner**

##### **Victim Support ACT**

##### **Case Coordinator**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 46587, several)**

Gazetted: 03 November 2021

Closing Date: 29 November 2021

**Details:** Victim Support ACT at the Human Rights Commission is seeking a highly motivated Case Coordinator with strong skills and experience. Victim Support is a dynamic workplace that provides information, support and advocacy to people to help them recover from the impacts of crime and ensure their rights are upheld when they engage with the justice system.

Case Coordinators work in a face-paced environment with multidisciplinary team members to deliver high quality, responsive services to clients.

Duties of a Case Coordinator include:

providing intake and tailored case coordination to victims of crime

providing victims with information, assistance, and advocacy in relation to the justice system, including assistance to access the Financial Assistance Scheme

coordinating the provision of professional therapeutic services

participating in community engagement activities to promote understanding of victim rights and access to Victim Support services.

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 a 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, psychology, human services delivery or related disciplines is highly desirable.

**Notes:** There is permanent and temporary positions available immediately. Selection may be based on application and referee reports only. An order of merit or 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:** See the attached role description for further information regarding duties

and responsibilities. Interested applicants should prepare a 2-page pitch addressing the selection criteria and illustrating how your abilities, experience and qualifications make you the best person for this role. Please upload your pitch, along with your curriculum vitae and the contact details of at least two referees.

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

Contact Officer: Margo Lilley (02) 6207 0686 [Margo.Lilley@act.gov.au](mailto:Margo.Lilley@act.gov.au)

#### **ACT Corrective Services**

##### **Operational Support**

##### **Policy and Risk Management**

##### **Senior Quality Assurance Officer**

##### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 50066)**

Gazetted: 03 November 2021

Closing Date: 10 November 2021

**Details:** ACT Corrective Services (ACTCS) is seeking expressions of interest from highly motivated, experienced and suitable individuals to temporarily join the Quality Assurance Team as the Senior Quality Assurance Officer (ASO6) for a period of three months, with the possibility of extension.

The Quality Assurance Team is a small team that provides a range of governance support to ACTCS.

The successful applicant will undertake a range of administrative, quality assurance and risk management activities to support the Quality Assurance Team in providing evidence-based data and information and advice to the ACTCS Executive concerning the delivery of compliant, safe and effective corrective services.

In addition, you will monitor, review and analyse data sources, prepare compliance reports and lead and support others in ACTCS risk management and internal audit and assurance activities.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills.

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

Background / Security clearance checks will be conducted.

Driver's license is essential.

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

**How to Apply:** To apply, applicants need to:

submit a current curriculum vitae which includes contact details of two referees (one of which should be your current supervisor); and

A one - two page pitch detailing the skills and capabilities you would bring to the role.

**Please forward your Expression of Interest to [actcspeopleandculture@act.gov.au](mailto:actcspeopleandculture@act.gov.au).**

Contact Officer: TracyL Cussen (02) 6205 0366 [TracyL.Cussen@act.gov.au](mailto:TracyL.Cussen@act.gov.au)

#### **ACT Corrective Services**

##### **Custodial Operations**

##### **AMC Administration**

##### **Administration Officer**

##### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 39858)**

Gazetted: 02 November 2021

Closing Date: 9 November 2021

**Details:** ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Administration Officer (ASO4) in the AMC Executive Support Team.

The successful applicant will be responsible for providing office management and administrative support to meet the needs of the Alexander Maconochie Centre (AMC). You will also provide reception and telephone services resolving or redirecting enquiries while assisting with queries and complaints. In addition, you will be responsible for preparing a range of correspondence including letters, briefings and written reports and undertake a range of more complex tasks including minor procedure reviews and analytical reporting.

Further to this, you will be required to create and maintain registers in relation to the daily operations of the prison and prepare related reports and documentation including incident reporting, visits and monthly reporting.

To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this

commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

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

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

**How to Apply:** Applicants are required to submit two items: 1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having a regard for the job requirements; and 2) a current resume with names and contact details of two referees (one should be a current Supervisor/Manager).

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

Contact Officer: Jacqui Raby (02) 6207 5215 [Jacqui.Raby@act.gov.au](mailto:Jacqui.Raby@act.gov.au)

**ACT Emergency Services Agency**

**Commissioner's Office**

**Public Information and Engagement**

**ESA Events Coordinator**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 44757)**

Gazetted: 01 November 2021

Closing Date: 15 November 2021

**Details:** The ACT Emergency Services Agency (ACTESA) Public Information and Engagement (PIE) team is seeking expressions of interest for an ESA Events Coordinator.

The ESA Events Coordinator provides planning, logistical, operational and management support to operational services and business units of the ACTESA for all agency events. Under direction from the Assistant Director, Engagement and Events you will:

Provide support to all ACTESA business units and operational services through the management and coordination of ESA events in line with established processes and Standard Operating Procedures (SOPs);

Prepare quality event planning documentation including concepts, arrangements briefs, event proposals, and run sheets;

Establish and maintain effective stakeholder relationships across the agency, and in particular with the Commissioner's Office, Agency Collaboration team, all ACTESA Executives, Chief Officers and their representatives, to lead the coordination and planning of all ACTESA events;

Contribute to the continued development of event management policies and SOPs, in close consideration of cultural and ACT Government sensitivities;

Collate and maintain a master ACTESA event calendar, engaging and collaborating with key representatives across the agency and ACT Government to ensure accuracy;

Liaise closely with the Commissioner's Office and the Minister's Office to provide advance notice of relevant events to ensure availability of required officials;

Prepare event associated invoices for payment in accordance with relevant financial procedures; and

Maintain discretion and confidentiality.

The ESA Events Coordinator is an important member of the ACTESA. The ESA Events Coordinator works collaboratively with key stakeholders across ACTESA, the JACS Directorate and within the ACT Government to ensure cohesive and consistent event planning and implementation.

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. If you are an Aboriginal or Torres Strait Islander, if you require extra supports to engage in the workforce due to a disability, if you are a veteran, or identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application.

**Eligibility/Other Requirements**

Experience in Ministerial and/or event management roles is desirable.

Driver's licence Class C is essential.

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

**Notes:** Selection may be based on application and referee reports only. 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 and should include a supporting statement of no more than two pages addressing the criteria found in the Position Description, and a current curriculum vitae including the details of two referees.

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

Contact Officer: Fiona Amundson (02) 6207 8300 fiona.amundson@act.gov.au

#### **ACT Human Rights Commission**

##### **Victims of Crime Commissioner**

##### **Victim Support ACT**

##### **Director, Intermediary Program**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 44377)**

Gazetted: 29 October 2021

Closing Date: 5 November 2021

**Details:** The ACT Victims of Crime Commissioner is seeking a highly motivated individual with outstanding program management skills to lead the Intermediary Program within the ACT Human Rights Commission.

Intermediaries are impartial communication experts who ensure vulnerable witnesses can give their best evidence to lawyers, in criminal investigations and at trial by ensuring that they:

understand the questions put to them; and

can communicate their answers effectively.

Duties of the Director include:

setting and implementing strategic Program priorities

leading a multi-disciplinary team who provide 24/7 response to police, lawyer and court referrals

engaging with key stakeholders including police, legal professionals and the judiciary in the ongoing

implementation and monitoring of the Program

applying strong financial and risk management skills.

This is a challenging role, which will require working closely with vulnerable witnesses, police, legal professionals and the judiciary. If you want to work in a collaborative, fast-paced environment, leading a ground-breaking access to justice program, this is the role for you.

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.

**Notes:** This is a full-time, permanent position available immediately. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** See the attached Position Description for further information regarding duties and responsibilities.

Interested applicants should prepare a two page pitch addressing the selection criteria and illustrating how your abilities, experience and qualifications make you the best person for this role. Please upload your pitch, along with a curriculum vitae and the contact details of at least two referees.

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

Contact Officer: Katherine Taplin (02) 6205 6989 Katherine.Taplin@act.gov.au

#### **ACT Corrective Services**

##### **Offender Reintegration**

##### **Sentence Management Unit**

##### **Team Leader, Sentence Management Unit**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 14004)**

Gazetted: 28 October 2021

Closing Date: 23 November 2021

**Details:** ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Team Leader, Sentence Management Unit (SOGC), within Offender Reintegration.

The successful applicant will oversee the development and implementation of individualised sentence management plans aimed at changing anti-social behaviours and overcoming relevant social exclusion factors. You will also have key operational management of financial and human resource issues and will be required to lead the team through implementing change initiatives, evidence-based practice and ensure quality assurance outputs meet best practice standards.

In addition, you will have strong involvement in issues relating to Aboriginal and Torres Strait Islander people. You will be required to liaise with Aboriginal and Torres Strait Islander people, community members and service providers and require cultural competency.

To be successful you will show demonstrated experience in managing and leading teams to achieve government outcomes and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

**Eligibility/Other requirements:**

Relevant tertiary qualifications in a related field would be highly desirable.

Eligible persons may be required to undergo a Police Check.

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

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

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

Contact Officer: Tamara Graham (02) 6207 5935 [Tamara.Graham@act.gov.au](mailto:Tamara.Graham@act.gov.au)

**ACT Courts and Tribunal**

**Corporate and Strategic Services**

**Corporate Information and Systems / Russell Fox Library**

**Library Assistant**

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 02142, several)**

Gazetted: 28 October 2021

Closing Date: 11 November 2021

**Details:** The Russell Fox Library (the Library) is looking for a highly motivated and experienced Library Officer to provide quality library services and support for the Library's collections and services.

The Library provides legal information resources and high-level research support services to judicial officers of the ACT Supreme Court and ACT Magistrates Court; members of the ACT Civil and Administrative Tribunal as well as courts and tribunal staff.

The Library Assistant position is an essential part of library team in ensuring daily operational tasks and library services are completed and delivered in a timely manner. The Library Assistant must be customer focused, have a strong attention to detail and commitment to quality. The position is responsible for maintaining and administering Library collections and providing relevant services to clients by using advanced library technology such as databases and portals.

To be successful, you should have strong administrative and organisational skills, the ability to prioritise workloads, attention to detail, and also possess excellent customer service and 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:**

Experience in working within a library environment is highly desired.

Professional qualifications are desirable but not essential.

Experience with the Library Management System Symphony (or similar) would be advantageous.

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

**How to Apply:** Please submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (what you will do).

Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability, experience and what you can bring to the role.

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

Contact Officer: Jindriska Coufalova (02) 6207 1805 [Jindriska.Coufalova@courts.act.gov.au](mailto:Jindriska.Coufalova@courts.act.gov.au)

## **Legislation, Policy and Programs**

### **Justice Reform Branch**

#### **Restorative Justice Convenor**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 45907)**

Gazetted: 28 October 2021

Closing Date: 4 November 2021

**Details:** The Restorative Justice Unit (RJU), located within the Justice Reform Branch of Legislation, Policy and Programs, JACS Directorate, is a high-performing team that provides restorative justice services for eligible participants. The restorative process is guided by legislation and is limited to matters within the ACT criminal justice system. The RJU is an inclusive and dynamic environment which is guided by trauma-informed and restorative practice, both with clients and with each other.

The RJU is seeking expressions of interest from experienced and motivated candidates for the position of Restorative Justice Convenor. The Restorative Justice Convenor manages, prepares and convenes restorative justice conferences.

The successful candidate should have an understanding of the criminal justice system and impacts on victims and offenders. They should also understand and apply trauma-informed practices, as well as restorative justice and human rights principles. The successful candidate would ideally have experience in a frontline role with a criminal justice agency as well as justice-related group facilitation experience.

This position requires a person of high integrity who models honesty and humanity, and who is committed to ethical work practices and empowering others to create change in their own lives. The successful candidate should possess exceptional communication and interpersonal skills, be highly organised, and demonstrate excellent analysis and judgement in relation to management of complex situations.

The RJU is committed to building an inclusive and diverse workplace. As part of this commitment Aboriginal and Torres Strait Islander peoples, people with a disability and those who identify as LGBTIQ are encouraged to apply.

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

Qualifications in behaviour science or criminology are desirable.

Qualifications in conflict resolution/mediation are desirable.

**Note** This is a temporary vacancy available until 4 February 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies up to six months. Selection may be based on application and referee reports only.

**How to Apply:** Expressions of interest are sought from potential candidates and 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 and a current curriculum vitae including the names and contact details of two referees.

Applications should be sent to the contact officer.

**Contact Officer:** Richard Denning (02) 6207 0041 [Richard.Denning@act.gov.au](mailto:Richard.Denning@act.gov.au)

## **Human Rights Commission**

### **Discrimination, Health Services, Disability and Community Services Commissioner**

#### **Senior Intake and Review Officer**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 45268)**

Gazetted: 28 October 2021

Closing Date: 14 November 2021

**Details:** The ACT Human Rights Commission is an independent agency established by the Human Rights Commission Act 2005. The role of the ACT Human Rights Commission is to resolve complaints and promote rights, including to:

provide an independent, fair and accessible process for resolving individual complaints;

promote service improvement;  
promote the human rights and welfare of people; and  
foster understanding of particular legislation.

The ACT Human Rights Commission is seeking experienced, highly motivated people with excellent communication and interpersonal skills to join our team as a Senior Intake and Review Officer. The Senior Intake and Review Officer will manage a caseload of complex complaints across multiple jurisdictions including discrimination, health services, disability and community services.

The role also involves the investigation and conciliation (alternative dispute resolution) of complaints and undertaking and project work as required.

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 contact officer for the role.

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/1804position](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804position).

Relevant tertiary qualifications in law or health are highly desirable.

Experience in the use of Resolve Case Management database is highly desirable

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

How to Apply: Applicants should submit a 'pitch' of no more than two (2) pages describing how your knowledge, experience and qualifications meet the Professional/Technical Skills and Knowledge and the Behavioural Capabilities of the role, as described in the position description. Please also provide your resume/curriculum vitae and contact details of at least two referees.

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

Contact Officer: Alison Murley (02) 6205 4102 [Alison.Murley@act.gov.au](mailto:Alison.Murley@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](mailto:jobs@act.gov.au)**

### **Infrastructure Delivery Partners**

#### **Executive**

#### **Senior Director Cladding Rectification Scheme**

#### **Senior Officer Grade A \$153,041, Canberra (PN: 37381)**

Gazetted: 29 October 2021

Closing Date: 12 November 2021

**Details:** Is leading government grant schemes your thing? 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!

Major Projects Canberra is responsible for the Private Buildings Cladding Scheme; a voluntary scheme to support rectification of combustible cladding for private apartment buildings. The Government provides financial support via a grants program to assist with initial testing and assessment of potentially combustible cladding material for eligible applicants and assists eligible applicants to undertake the required works.

The Senior Director Cladding Rectification Scheme, reporting to the Project Director Cladding Rectification Program, will be responsible for delivering the rebate scheme and, with Treasury, developing and implementing a concessional loan scheme for the replacement of cladding on eligible private sector buildings.

The Senior Director will be required to exercise a reasonable amount of self-leadership and management of key stakeholder relationships across the Territory, resolve issues and deliver quality outcomes consistent with the intended outcomes of the Scheme and best-practice public administration. They will lead a small, high performing team.

In developing the Scheme arrangements, the Senior Director will be required to apply program and project management skills to deliver quality project outcomes, on time and on budget.

**Eligibility/Other Requirements:**

**Desirable:**

Tertiary qualifications in Commerce, Business Administration, Contract Management, Law or a related discipline or equivalent experience.

Knowledge of Government procurement and best-practice public administration with prior Public Sector or Consulting experience.

Understanding of policy development and program management from within the public sector or consulting into the Public Sector.

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

**How to Apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team who gets things done, please submit no more than a two page pitch 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: Di Stewart (02) 6205 4141 [Di.Stewart@act.gov.au](mailto:Di.Stewart@act.gov.au)

**Light Rail**

**Executive Branch Manager, Commercial**

**Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E896)**

Gazetted: 01 November 2021

Closing Date: 25 November 2021

**Details:** The ACT Government is building a light rail network for Canberra. The first stage of light rail opened in Canberra in 2019. Procurement activities for the next stage of light rail are now underway.

Major Projects Canberra, a directorate of the ACT Government, is responsible for the planning and delivery of light rail infrastructure for the people of Canberra.

The Executive Branch Manager, Commercial, is a key executive leadership role within light rail project team. This person will be responsible to the Chief Projects Officer and Project Director for all aspects of the project's commercial, legal, financial and procurement activities.

The role will require building and owning strategic relationships with advisers, suppliers and contractors through the procurement and delivery stages of the project. In addition, the Executive Branch Manager, Commercial, will work collaboratively with multiple branches of the ACT Government and provide advice at the highest levels of government.

The Executive Branch Manager, Commercial will represent Major Projects Canberra and the ACT Government in significant and complex commercial negotiations, the evaluation of project submissions, Legislative Assembly hearings, industry briefings, the media, and other public forums. He/she will provide strategic, commercial and technical leadership within a dynamic, high profile and high-pressure working environment.

**Remuneration:** The position attracts a remuneration package ranging from \$254,933 to \$264,885 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

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

**How to Apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than four pages addressing the capabilities and Job Specific criteria, a current curriculum vitae, contact details of two referees and relevant qualifications.

Your application will be treated in the strictest of confidence.

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

Contact Officer: Ashley Cahif (02) 6205 1212 [Ashley.Cahif@act.gov.au](mailto:Ashley.Cahif@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](mailto:jobs@act.gov.au)**

## **Governance and Corporate Services**

### **Legal Office**

#### **Assistant Director, Legal Support**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53478)**

Gazetted: 03 November 2021

Closing Date: 24 November 2021

**Details:** The Suburban Land Agency is seeking an energetic and highly skilled person to fill the newly created position of Assistant Director, Legal Support within the Governance and Corporate Service Branch.

To be successful in this role you will need to possess a positive and collaborative approach to work within small in-house legal team, providing paralegal, management, and operational support. You will work closely with the Legal Advisor in managing the Agency's legal practice, facilitating a wide range of commercial and property transactions, and supporting the management of issues related to legislation, procurement, employment, and proposed policies. You will possess strong communication skills and be the primary point of contact for key parties to property transactions, including members of the legal professional, financial institutions, developers, the Land Titles Office, and the Registrar General's Office.

The Suburban Land Agency is an innovative and exciting agency that will continuously provide you with fulfilling work in a unique environment. To be successful, you will need to demonstrate exceptional organisational and problem-solving skills with a high degree of attention to detail, strong written and oral communication skills and well-developed interpersonal 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. This position is based in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants should submit a supporting statement of up to two pages addressing the requirements of the position, as well as a copy of a current curriculum vitae and contact details of at least two relevant referees. Applications to be submitted directly to Beaumont and Beaumont via their website "click here"

Contact Officer: Jonathan Beaumont (02) 6126 4500 [SLA@beaumontandbeaumont.com.au](mailto:SLA@beaumontandbeaumont.com.au)

## **Built Form and Divestment**

### **Project Manager**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 41803)**

Gazetted: 28 October 2021

Closing Date: 22 November 2021

**Details:** Applications are sought from potential candidates for the position of Project Manager to assist the Senior Development Managers (Built Form Programs) and Senior Project Managers (Housing Choice) with project, procurement and contract management support.

This is an exciting opportunity to be part of a dynamic team environment delivering leading-edge housing projects and innovative, sustainable built form developments. As part of this you will work closely with various areas within the Agency, government organisations, industry, community and consultants.

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

**Eligibility/Other Requirements:** Qualifications or experience in project/contract management or property and land development or urban planning and design is highly desirable.

**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. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than 3 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: Sam Miller (02) 6205 3918 Sam.Miller@act.gov.au

### Transport Canberra and City Services

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

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

#### **Chief Operating Officer Group**

##### **Finance**

##### **Financial Reporting and Systems**

##### **Assistant Director, Financial Reporting and Systems**

##### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 28758)**

Gazetted: 02 November 2021

Closing Date: 16 November 2021

**Details:** The Finance Branch sits within the Chief Operating Officer Group and is responsible for facilitating the management of the Directorate's budget, and providing financial advice to the Minister, the Executive Leadership Team, and line managers.

The Finance Branch plays a key role in developing strategic approaches to improving financial management practices, cost effectiveness and resource allocation across the Directorate and co-coordinating the Directorate's budget and financial processes. The Finance Branch works closely with Shared Services to provide financial services, accounting and technical reporting capabilities to the Directorate.

This position is part of a dynamic team reporting to the Director, Financial Reporting and Systems. The position provides assistance with reporting including preparation of financial statements, dashboard reporting, and support the Directorate wide systems such as APIAS.

The primary responsibilities for this position are to:

Coordinate the preparation of year-end financial statements and annual reporting requirements for TCCS and TCO. Prepare internal and external financial reports, dashboard reports, analysis and advice that meet the needs of Executives and Line Managers.

Provide the Directorate with the APAIS, P2P cloud and financial systems support and maintain the user list.

Prepare and/ or supervise monthly reconciliations and liaise with Shared Services for transactional processing.

Implement processes to ensure the recording of meaningful and accurate financial information in conjunction with the Shared Services.

Contribute to projects and activities within the Finance Branch.

This position does *not* involve direct supervision of staff.

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

**Eligibility/Other Requirements:** The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Demonstrated ability in the coordination and preparation of statutory financial statements and financial reports to senior executives and other external stakeholders.

The ability to provide financial systems support and training to all TCCS users.

Highly developed communication (oral and written), negotiation, and liaison skills.

Demonstrated responsiveness, reliability, adaptability, and the pursuit of excellence in supporting Directorate management outcomes. Ability to prioritise and work independently in a small team environment with a high degree of self-motivation under limited supervision

Demonstrated ability to consistently display commitment to the professional growth of self and others. Leadership in Customer Service, Workplace Diversity, Occupational Health and Safety and Industrial Democracy principles and practices.

**Compliance Requirements / Qualifications:**

Tertiary qualifications in accounting and professional membership or progress towards CPA or CA membership is highly desirable

Ability to develop and manipulate financial modelling tools and use complex spreadsheets and TM1/CDM is highly desirable

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

**How to Apply:** Applicants should provide a written response to each Selection Criteria in no more than three pages; as well as a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Belina Chan (02) 6205 3940 belina.chan@act.gov.au

## Chief Operating Office

### Legal and Contracts

#### Director, Legal

#### Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 09808)

Gazetted: 02 November 2021

Closing Date: 16 November 2021

**Details:** The Director, Legal assists with the provision of advice on a range of legal matters across Transport Canberra and City Services, including commercial law, administrative law as well as supporting interpretation of some regulatory and legislative legal matters.

This role requires a person who can develop and contribute to commercially sensible as well as legal outcomes for stakeholders. The role is responsible for ensuring the accurate and timely provision of legal assistance and providing appropriate support and guidance to stakeholders in the resolution of legal issues.

This position requires an ability to work with different members of the team to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning and participate in ongoing development.

#### **Eligibility/Other requirements:**

Tertiary qualifications in Law – Bachelor of Laws (LLB) (or equivalent) are highly desirable.

**Notes:** This is a temporary position available for four months with the possibility of extension up to six months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is in an activity-based working (ABW) environment where officers will not have a designated workstation/desk.

**How to Apply:** Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability outlined in the position description, as well as contact details of at least two referees and a current curriculum vitae.

**Applications should be sent to the Contact Officer.**

Contact Officer: Francesca Leone (02) 6207 3165 Francesca.Leone@act.gov.au

## Chief Operating Officer

### Governance and Ministerial Services

#### Fleet Services

#### Fleet Officer

#### Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 04857)

Gazetted: 01 November 2021

Closing Date: 15 November 2021

**Details:** Sustainability, Fleet Services and Facilities Management is responsible for planning, establishing, and implementing projects to reduce the directorate's environmental footprint and to create more efficient ways of working. Fleet Services support the organisation, through the management of fleet vehicles, including registration renewals, replacement of number plates, requests for ELB pin numbers and coordinating infringement notices.

We are seeking applications from highly motivated and goal orientated people to fill the role of Fleet Officer. The Fleet Officer assists the Director, Fleet Services in the administration of TCCS fleet vehicles, providing advice and assistance to business units on a wide range of fleet matters. The Fleet Officer will need to be well organised, provide good customer service and be able to work to deadlines.

The Fleet Officer forms part of a small team responsible for the delivery of fleet services and will demonstrate a collaborative approach with building strong relationships across both internal and external stakeholders. This position requires a strong, considered, and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence.

Ideally you will have the ability to:

Assist in developing and maintaining fleet management framework, policies, guidelines, and processes as well as strategic planning.

Undertake fleet compliance functions including reporting; management of Plant Assessor system, Netstar GPS system; field inspections (fleet asset management and stocktake) and coordination of heavy vehicle inspections.

Undertake fleet related administrative tasks, including management of fleet in-box, co-ordination of vehicle order requests, records management, administration of Booking Intelligence system, heavy vehicle inspections, financial management, registration renewals, fuel card, infringement notices, insurance claims, vehicle maintenance and repairs.

Assist with the transition to zero emission vehicles including provision of electric vehicle inductions and annual maintenance of charging infrastructure.

**Eligibility/Other Requirements:**

Knowledge of computer applications including Microsoft Suite.

Knowledge or experience working with Fleet desirable.

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

**How to Apply:** Submit a statement of no more than two pages addressing the Selection Criteria, and a curriculum vitae including the contact details of at least two referees.

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

Contact Officer: Satinder Sahota (02) 6205 2121 Satinder.Sahota@act.gov.au

## **City Services**

### **City Presentation**

#### **Place Management**

##### **Lakes and Ponds Field Officer**

**General Service Officer Level 3/4 \$52,441 - \$57,268, Canberra (PN: 36392, several)**

Gazetted: 29 October 2021

Closing Date: 12 November 2021

**Details:** Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community.

City Presentation is a Branch within the City Services Division responsible for planning and management of parks and the public domain, including lakes, street trees and public open space and city places. It maintains the look of the city and its environs and is responsible for, city rangers and the protection of trees on public and private land.

The Place Management team within the TCCS, City Presentation branch are seeking expressions of interest for filling temporary vacancies for the role of Lakes and Ponds Field Officers (GSO3/4).

The primary responsibilities for this position are to:

Work as part of a small team of employees engaged in maintenance and cleaning programs focusing on Canberra's Lakes and Ponds and carrying out tasks relating to urban open space activities including horticultural maintenance such as mowing, weeding, pruning and the collection of rubbish, litter and fallen leaves.

Conduct pre-start checks, operate and carry out basic maintenance on horticultural and cleaning equipment.

Undertake all work tasks in accordance with Place Management's lake and pond cleaning standards, horticultural maintenance and cleaning service standards and the *Work Health and Safety Act 2011*.

Consistently deliver high quality customer services to the Canberra community.

Contribute and maintain a respectful work culture that ensures equity and diversity for all employees.

**Eligibility/Other Requirements:**

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Practical experience in horticultural maintenance and cleaning operations and the use and maintenance of equipment used in the delivery of these services.

Ability to work in a safe manner, to identify and report risks, and a knowledge of safe work practices, Standard Operating Procedures (SOPS) and Temporary Traffic Management (TTM) requirements. A commitment to workplace health and safety practices while working in a team or alone.

Demonstrated ability to work independently or as part of a team while carrying out horticultural maintenance and cleaning activities.

Ability to use mobile devices for reporting and a commitment to meeting TCCS customer's needs.

Demonstrated ability to follow direction, report back on work undertaken and provide details of additional work that may be required.

An understanding of the TCCS Values.

**Note:** These are temporary position's available immediately up until 30 June 2022 with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Applicants wishing to apply for these roles should address the Selection Criteria located in the Position Description and limit response to two pages.

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

Contact Officer: Joel Kelly (02) 6205 5068 Joel.Kelly@act.gov.au

## City Places and Infrastructure

### City Presentation

#### Place Management

##### Senior Administrative and System Support Officer

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 00553)**

Gazetted: 29 October 2021

Closing Date: 12 November 2021

**Details:** The Senior Administrative and System Support Officer is a dynamic administrative role that is pivotal in the operations of Place Management Unit. It is responsible for the overall management of the Unit's record keeping and ministerial program and contributes to service reporting processes required by the Unit. It supports staff to handle and respond and report about customer enquiries received via ministerial processes and online work requests submitted via Fix my Street. The role assists operational staff to effectively utilise necessary systems, providing support and training where required. This position does not involve direct supervision of staff. This position requires someone who is team focused, respectful of the needs of others when offering support and has a desire to achieve customer service excellence.

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

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

**How to Apply:** Applicants should provide a written response outlining their skills and experience against each selection criteria and a copy of their curriculum vitae.

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

Contact Officer: Sue Marriage (02) 6207 6474 Sue.Marriage@act.gov.au

## Transport Canberra

### Planning and Delivery

#### Strategy, Planning and Policy

##### Project Manager - Zero Emissions

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

Gazetted: 28 October 2021

Closing Date: 4 November 2021

**Details:** Do you have drive and passion to deliver in a fast paced, ever changing environment with competing priorities and drop dead timelines?

Are you hungry to get in deep, make things happen and bring people along the journey with you?

If so, we have the perfect role for you.

Transport Canberra are looking for a skilled, hardworking and energetic individual who wants to rock the world of Zero Emissions by working on and co-ordinating exciting new ground breaking projects which are the first of their kind for the ACT.

What you will need:

Ability to work independently, in a team environment under minimal supervision

Build productive relationships with business areas and other stakeholders

Report on project status using programme plans on a page, dashboards and reports to engage senior leaders

Apply well-developed skills to meet demanding schedules

Provide strategic advice to senior management and stakeholders as well as co-ordinating projects or work programmes that have strategic, political or operational significance

Demonstrate an understanding of, and experience in ACT Government procedures and processes

Demonstrate an experience in developing and delivering outcomes in an effective and organised manner

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

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

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

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 six months. Selection may be based on application and referee reports only. This position is held in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. This position is available to ACT Government officers and employees only.

**How to Apply:** Submission of curriculum vitae and a maximum two page pitch of how you match the skills and experience listed in the advertisement.

**Applications should be sent to the Contact Officer.**

Contact Officer: Glenn Dougall (02) 6207 7647 glenn.dougall@act.gov.au

## **Transport Canberra and Business Services**

### **Territory and Business Services**

#### **Domestic Animal Services**

##### **Senior Ranger**

##### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 09804)**

Gazetted: 28 October 2021

Closing Date: 11 November 2021

**Details:** Are you interested in working with people and animals? Do you enjoy being part of a fast-paced operational team? Then the DAS Ranger position might be the job for you.

Are you looking for a job where no two days are the same? Where you get the opportunity to engage and educate the community promoting responsible pet ownership right across the Nation's Capital.

Domestic Animal Services (DAS) Rangers administer a broad range of legislation focused on regulatory and compliance issues dealing with matters relating to public and animal safety. We also investigate alleged breaches of the *Domestic Animals Act 2000* and *Animal Welfare Act 1992* and ensure that animals are compliant with registration and licensing requirements.

If this sounds like the challenge you are ready for, come and join our dynamic operational team delivering services to our city, keeping Canberrans and their animals safe.

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

Eligibility/Other Requirements:

Previous experience in a regulatory and/or compliance environment desirable.

Affinity with animals.

Ability to work in a team environment.

Must be able to work a rotating roster with some outside hours work.

Must wear a uniform.

**Note:** This is a permanent position available immediately. There may be opportunity for temporary appointment 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. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please submit a two to three-page application addressing the Selection Criteria providing examples demonstrating your suitability and experience. You can find the Selection Criteria in the 'What you require' section of the Position Description. You will also need to provide a current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

**Contact Officer:** Eva Cawthorne (02) 6207 5181 [Eva.Cawthorne@act.gov.au](mailto:Eva.Cawthorne@act.gov.au)

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

## **Transport Canberra and Business Services**

### **Transport Canberra Operations**

#### **Fleet**

#### **Heavy Vehicle Apprentice Mechanic**

**EAPY 1.1 - EAPY 4G \$26,879 - \$59,817, Canberra (PN: APP008)**

Gazetted: 28 October 2021

Closing Date: 11 November 2021

**Details:** Transport Canberra has expected vacancies for full-time Heavy Vehicle Apprentice Mechanic positions at both North and South Depots. The successful applicants will be required to undertake and competently complete trade training in accordance with the apprenticeship requirements as set out in the Heavy Vehicle Trade Certificate. You will be required to work rostered shifts, from early morning to late at night and across all Transport Canberra's workshop sites as directed; providing you with all the maintenance and / or repair training and exposure to competently complete your trade certificate.

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

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

Permanent Resident of Australia

Possession of a year 10 or year 12 certificate (or equivalent) is desirable

Possession of or the ability to obtain a motor vehicle licence and or the ability to obtain and hold a Transport Canberra yard licence

Security clearance checks will be conducted

This position does require a pre-employment medical

**Notes:** This is a temporary position with a four year contract only.

**How to Apply:** Please attach your curriculum vitae and provide a two-page cover letter that tells the selection committee about you, any knowledge, experience and skills you have and why you are the best person for the role. The cover letter should show that you have what is included in "What you Require" section of the Position Description including Professional / Technical Skills and Knowledge, and Behavioural Capabilities.

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

Contact Officer: Paul Mascord (02) 6205 8278 [Paul.Mascord@act.gov.au](mailto:Paul.Mascord@act.gov.au)

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

## **Transport Canberra and Business Services**

### **Territory and Business Services**

#### **Domestic Animal Services**

#### **Investigator - Domestic Animal Services**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 44938)**

Gazetted: 28 October 2021

Closing Date: 11 November 2021

**Details:** Are you ready for an interesting career working with people and animals? Do you enjoy being part of a fast-paced operational team delivering services to the our city? Then the DAS Investigator position might be the job for you.

Domestic Animal Services (DAS) Rangers administer a broad range of legislation focused on regulatory and compliance issues dealing with matters relating to public and animal safety. We also investigate alleged breaches of the Domestic Animals Act 2000 and Animal Welfare Act 1992 and ensure that animals are compliant with registration and licensing requirements.

As a DAS Investigator you will support the Ranger team investigating alleged breaches of Legislation including dog attacks and animal welfare incidents in the ACT.

If this sounds like the challenge you are ready for, come and join our dynamic operational team keeping Canberrans and their animals safe.

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

Eligibility/Other Requirements: Previous experience in a regulatory and/or compliance environment essential.

Certificate IV Government Investigations or willingness to obtain.

Ability to work in a team environment.

Must be able to work some outside hours work.

Comply with the use of personal protective equipment

Wear a uniform and comply with the use of personal protective equipment (PPE).

Prior to commencing in 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a permanent position, available immediately. There may be opportunity for temporary appointment 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. Please note, under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a two to three-page application addressing the Selection Criteria providing examples demonstrating your suitability and experience. You can find the Selection Criteria in the 'What you require' section of the Position Description. You will also need to provide a current Curriculum Vitae (CV) and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

**Contact Officer:** Skye Campbell (02) 6205 2214 [Skye.Campbell@act.gov.au](mailto:Skye.Campbell@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.

## APPOINTMENTS

### Canberra Health Services

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

Purnima Bhat, Section 68(1), 29 October 2021

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

Anne Davey, Section 68(1), 28 October 2021

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

Hannah Greene, Section 68(1), 1 November 2021

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

Leanne Griffin, Section 68(1), 1 November 2021

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

Mark Hanna, Section 68(1), 3 November 2021

**Health Service Officer Level 3 \$53,886 - \$55,637**

Jessica Mackin: 85674249, Section 68 (1), 28/10/2021

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

Isobel Shearman, Section 68(1), 1 November 2021

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

Anita Thampy, Section 68(1), 2 November 2021

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

Pradeep Timalisina, Section 68(1), 3 November 2021

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

Nhlanhla Twala, Section 68(1), 1 November 2021

**Canberra Institute of Technology**

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

Jill Miller, Section 68(1), 1 November 2021

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

Michelle Rutishauser, Section 68(1), 29 October 2021

**Chief Minister, Treasury and Economic Development**

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

Melissa Carlill, Section 68(1), 1 November 2021

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

Chhavi Deswal, Section 68(1), 8 November 2021

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

Genevieve Hofman, Section 68(1), 1 November 2021

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

Nishchay Mehta, Section 68(1), 11 November 2021

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

Bruce Munro, Section 68(1), 1 November 2021

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

Kimberly Street, Section 68(1), 21 October 2021

**Community Services**

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

Richard Corver, Section 68(1), 25 October 2021

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

Najima Rasool, Section 68(1), 2 November 2021

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

Britney Stevenson, Section 68(1), 2 November 2021

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

Katherine Walsh-Smith, Section 68(1), 3 November 2021

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

Brenay Warner, Section 68(1), 3 November 2021

**Education**

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

Kate Agnew, Section 68(1), 27 October 2021

**Environment, Planning and Sustainable Development**

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

Lauren McQueen, Section 68(1), 1 November 2021

**Justice and Community Safety**

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

Maria Batzogiannis, Section 68(1), 3 November 2021

**Government Solicitor 1 \$78,683 - \$117,823**

Gillian Belcher, Section 68(1), 3 November 2021

**Government Solicitor 1 \$78,683 - \$117,823**

Skye Masters, Section 68(1), 3 November 2021

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

Donna Oehms, Section 68(1), 3 November 2021

**Assistant Parliamentary Counsel 1 \$68,810 - \$138,585**

Beng Chang Tan, Section 68(1), 26 October 2021

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

Simon Viereck, Section 68(1), 29 October 2021

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

Jordan Wallace, Section 68(1), 27 October 2021

**Transport Canberra and City Services**

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

Rebecca Newing, Section 68(1), 28 October 2021

## TRANSFERS

### Canberra Health Services

#### **Caroline Bain**

From: Registered Nurse Level 3.1 112,691

Canberra Health Services

To: Registered Midwife Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 28675) (Gazetted 23 July 2021)

#### **Carla Knight**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 37327) (Gazetted 24 September 2021)

### Chief Minister, Treasury and Economic Development

#### **Samantha Russell**

From: Senior Officer Grade C \$111,887

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 01253) (Gazetted 17 August 2021)

### Education

#### **Penelope Dobliger**

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

Canberra Health Services

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

Education, Canberra (PN. 44736) (Gazetted 11 August 2021)

### Transport Canberra and City Services

#### **Sarah Webber**

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 17773) (Gazetted 18 August 2021)

## PROMOTIONS

### ACT Health

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

#### **Public Health, Protection and Regulation**

#### **Health Protection Service**

#### **Linda de Ridder**

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

ACT Health

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

ACT Health, Canberra (PN. 29623) (Gazetted 28 September 2021)

**Health Systems Policy and Research Group**

**Office of Professional Leadership and Education, Health Systems**

**ACT Chief Nursing and Midwifery Office**

**Sarah Stewart**

From: Registered Nurse Level 3.2 \$122,360

ACT Health

To: †Senior Officer Grade A \$153,041

ACT Health, Canberra (PN. 44280) (Gazetted 12 August 2021)

**Canberra Health Services**

**Canberra Health Services**

**Chantel Payne**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 21865) (Gazetted 3 September 2021)

**Candice Riedel**

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

Canberra Health Services

To: Technical Officer Level 4 \$88,899 - \$101,743

Canberra Health Services, Canberra (PN. 31276) (Gazetted 7 October 2021)

**Melissa Warylo**

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. 52390) (Gazetted 11 August 2021)

**Chief Minister, Treasury and Economic Development**

**Shafaqat Ahmed**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 46689) (Gazetted 8 September 2021)

**Digital, Data and Technology Solutions**

**Strategic Business Branch**

**Portfolio Delivery Office**

**Sam Akula**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 39505) (Gazetted 6 September 2021)

**Shared Services**

**Finance Services**

**Finance Operations/Accounts Payable**

**Jonathan Collantes**

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. 07600) (Gazetted 12 January 2021)

**Corporate**

**People and Capability**

**Workforce Data and Analytics**

**Valentina Fernandes**

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. 53263) (Gazetted 9 September 2021)

**Integrated Facilities Management**

**Charles Flynn**

From: Senior Building Trade \$81,384 - \$87,032

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 18973) (Gazetted 25 June 2021)

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

**Economic Development**

**Finance and Business Services**

**Farzana Hasan**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 47693) (Gazetted 22 March 2021)

**Shared Services**

**Finance Services**

**Finance Operations/Accounts Payable**

**Kallyan Heng**

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. 07192) (Gazetted 12 January 2021)

**Shared Services**

**Finance Operations**

**Debt Management**

**Jakob Kobold**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 50725) (Gazetted 4 March 2021)

**Access Canberra**

**Engagement, Compliance and COVID-19**

**Complaints Management Team**

**Leoni Marshall**

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

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$82,506 - \$87,331  
Chief Minister, Treasury and Economic Development, Canberra (PN. 20047) (Gazetted 10 May 2021)

**Digital, Data and Technology Solutions**  
**Customer Engagement Services Branch**  
**Service Management**  
**Timothy Prothero**

From: Information Technology Officer Class 2 \$88,899 - \$101,743  
Chief Minister, Treasury and Economic Development  
To: †Senior Information Technology Officer Grade C \$111,887 - \$120,436  
Chief Minister, Treasury and Economic Development, Canberra (PN. 25092) (Gazetted 7 May 2021)

**Community Services**

**Housing ACT**  
**Infrastructure and Contracts**  
**Portfolio Planning and Alignment**  
**Jason Hart**

From: Administrative Services Officer Class 6 \$88,899 - \$101,743  
Community Services  
To: †Senior Officer Grade B \$131,773 - \$148,344  
Community Services, Canberra (PN. 37663) (Gazetted 14 October 2021)

**Education**

**Service Design and Delivery**  
**Learning Wellbeing Policy and Service Design**  
**Wellbeing and Inclusion Policy and Service Design**  
**Tracy Gallagher**

From: School Leader C \$130,338  
Education  
To: †Senior Officer Grade B \$131,773 - \$148,344  
Education, Canberra (PN. 44212) (Gazetted 2 February 2021)

**Service Design and Delivery**  
**Student Engagement**  
**Network Student Engagement Team**  
**Matthew Lanyon**

From: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)  
Education  
To: †Senior Officer Grade C \$111,887 - \$120,436  
Education, Canberra (PN. 49616) (Gazetted 13 November 2020)

**School Performance and Improvement**  
**North and Gungahlin Network**  
**Campbell Primary School**  
**Fiona McKellar**

From: School Assistant 2 \$50,184 - \$55,413  
Education  
To: Administrative Services Officer Class 6 \$88,899 - \$101,743  
Education, Canberra (PN. 50712) (Gazetted 7 December 2020)

**Environment, Planning and Sustainable Development**

**Office of the Director - General**  
**Engagement and Executive Support**  
**Communication and Engagement**  
**Jacqueline Goddard**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 33016) (Gazetted 20 May 2021)

**Suburban Land Agency**

**Suburban Land Agency**  
**Program Solutions**  
**Sustainability and Release Coordination**  
**Nicola Plunkett-Cole**

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

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$153,041

Suburban Land Agency, Canberra (PN. 55139) (Gazetted 30 July 2021)

**Transport Canberra and City Services**

**City Services**  
**City Presentation**  
**Place Management**  
**Andrew Forster**

From: Technical Officer Level 4 \$88,899 - \$101,743

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 24455) (Gazetted 16 September 2021)

**TCBS**  
**Transport Canberra**  
**Strategy, Planning and Policy**  
**Luke Powter**

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 39448) (Gazetted 16 August 2021)

**Transport Canberra**  
**Bus Operations**  
**Jennifer Selmes**

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. A11763) (Gazetted 12 October 2021)

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

**Transport Canberra and Business Services**

**Transport and Business Services**

**Domestic Animal Services**

**Rosalie Whitelaw**

From: Youth Worker 1 \$66,867 - \$71,963

Community Services

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

Transport Canberra and City Services, Canberra (PN. 33668) (Gazetted 18 August 2021)

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

**Worksafe ACT**

**Jagdeep Chhina**

From: Regulatory Inspector 5 \$82,506 - \$87,331

Worksafe ACT

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

Worksafe ACT, Canberra (PN. 53944) (Gazetted 5 August 2021)