

OFFICIAL



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 17 February 2022**

## VACANCIES

### ACT Audit Office

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)

#### **Financial Audit**

##### **Auditor or Senior Auditor, Financial Audit**

**Auditor/Senior Auditor \$67,770 - \$110,810, Canberra (PN: 11186)**

Gazetted: 21 February 2022

Closing Date: 10 March 2022

The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Territory.

The ACT Audit Office undertakes a range of activities including financial statement audits and performance audits. The Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation.

Position available: The ACT Audit Office is seeking experienced seasonal employees at the Senior Auditor and Auditor levels for the financial audit team in accordance with the ACT Public Sector Administrative and Related Classifications Enterprise Agreement 2021-22.

Key attributes: Candidates are required to demonstrate good accounting and auditing skills, communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny. We are looking for experienced financial statement auditors with the highest level of professionalism and personal integrity.

What to expect: The Senior Auditor and Auditor will typically work under the guidance and supervision of Assistant Directors and/or Directors and will be responsible for a range of functions including planning and completing assigned financial audit tasks. Staff work within audit teams consisting of auditors, contractors and consultants and are required to maintain effective and constructive relationships with auditees; and to provide professional and technical audit and accounting advice.

Eligibility/Other Requirements: Relevant tertiary Professional Accounting, Audit and Information Technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications such as accounting, and audit qualifications provided by CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA ANZ) are also highly desirable. All employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position, you will be required to gain and maintain a Baseline National Security Clearance or be assessed as suitable to obtain this clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

Notes: This is a temporary position available for six months commencing April each year. Staff employed under this arrangement will be offered a seasonal employment contract for a period of up to three years on a temporary basis under which they work for certain fixed term periods during consecutive audit reporting seasons. The employment period is for approximately six months and will be fixed for the contract term. The term, including start and end dates, will be determined based on the applicant's suitability. Temporary employment offered will include active and inactive periods in line and compliant with the relevant Enterprise Agreement.

The position will be offered at a Senior Auditor or Auditor level based on the applicant's skills, qualifications and experience.

How to Apply: Applicants must provide a written response to the Selection Criteria of no longer than two pages. Assessment of applicants for the role may include a review of the written application, interviews, and consideration of referee's comments.

Contact Officer: Chris Huang (02) 6207 4734 [Chris.Huang@act.gov.au](mailto:Chris.Huang@act.gov.au)

**Performance Audit****Senior Auditor - Performance Audit****Senior Auditor \$90,992 - \$110,810, Canberra (PN: 45816)**

Gazetted: 21 February 2022

Closing Date: 10 March 2022

The ACT Audit Office is seeking people with excellent analytical, research and investigatory skills to join the Performance Audit team. As a Senior Auditor you will be responsible for assisting in the planning and implementation of performance audits and other reviews and investigations of the operations of ACT public sector entities. The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting accountability in the public administration of the Australian Capital Territory.

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: Relevant tertiary qualifications are highly desirable. All applicants must have high level spoken English. All ACT Audit Office employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence, or, if already commenced, will be terminated.

Notes: A Selection Advisory Committee will conduct shortlisting and a selection process based on written applications and an interview. 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 asked to address the Key Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kellie Plummer (02) 6205 9932 [Kellie.Plummer@act.gov.au](mailto:Kellie.Plummer@act.gov.au)

**ACT Electoral Commission**

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

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

**Elections Operations Project Officer****Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 43025)**

Gazetted: 21 February 2022

Closing Date: 28 February 2022

**Details: Are you interested in project work and have experience in delivering and overseeing elections?**

The ACT Electoral Commission is looking for an enthusiastic and dedicated person to join our small and friendly team.

This position will offer the successful applicant the opportunity to be intimately involved in the Electoral Commission's election operations function. This will involve managing the non-voter process, assisting with the modernisation of ICT business systems in relation to the implementation of the new Human Resource Information Management Solution (HRIMS) system, as well as developing and implementing electoral procedures across the organisation.

This position requires excellent project skills, high level written and oral communication skills, a willingness to perform a wide variety of tasks and projects and previous experience in the electoral environment.

Staff of the Electoral Commission are expected to demonstrate quality customer service and teamwork skills, be willing to continuously improve, be outcomes focused and accountable for their actions. It is important for the successful applicant to 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.

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

**Notes:** This is a temporary position available immediately for a period of 12 months with the possibility of permanency. Selection may be based on application and referee reports only.

**How to Apply:** Please provide a curriculum vitae, contact details for two referees and respond to the Selection Criteria (in no more than two pages) addressing the Capabilities as outlined in the Position Description.

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

Contact Officer: Rohan Spence (02) 6205 0224 Rohan.Spence@act.gov.au

## **ACT Health**

**Selection documentation for the following positions may be downloaded from**

**<http://www.health.act.gov.au/employment>.**

**Apply online at <http://www.health.act.gov.au/employment>**

### **Mental Health and Suicide Prevention Division**

#### **Mental Health Policy and Strategy**

##### **Policy Officer**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 53242)**

Gazetted: 23 February 2022

Closing Date: 11 March 2022

**Details:** Mental Health Policy and Strategy within the Mental Health and Suicide Prevention Division is seeking to recruit a Policy Officer for an immediate start. This is a permanent position.

Mental Health Policy and Strategy is responsible for providing strategic advice, policy development and implementation in relation to mental health, social and emotional wellbeing and suicide prevention. Mental Health Policy leads the engagement with the policy cycle related to mental health and is a key point of response for mental health matters requested for action and advice for the Minister for Mental Health.

Mental Health Policy and Strategy also manages relationships with non-government organisations and liaises with the community on issues regarding mental health. This includes but is not limited to, the provision of strategic health policy advice and project management. Under general direction this position is required to exercise a considerable degree of independence to achieve policy and project outcomes. This will require well-developed written and verbal communication skills and ability to liaise with a diverse range of stakeholders. Additionally, the position requires sound judgement and analytical skills to respond quickly to business needs and meet tight timeframes. Mental Health Policy are currently working exclusively from home and have been required to work from home for extended periods during COVID-19. Ability to work remotely or in hybrid arrangement (home and office) will be important. It is expected that this role will commence in a remote working environment.

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:**

##### **Compliance Requirements/Qualifications:**

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

##### **Desirable:**

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

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

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

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

your curriculum vitae; and

contact details of two referees with a thorough knowledge of your work performance.

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

Contact Officer: Matthew Wafer (02) 5124 9792 Matthew.Wafer@act.gov.au

**Digital Solutions Division****Technology Operations****Enterprise Architecture****Project Assessment Officer****Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 47170)**

Gazetted: 21 February 2022

Closing Date: 7 March 2022

**Details:** The Technology Operations Branch is comprised of seven Hubs responsible for the delivery and operation of technology services to ACT Health, our patients, stakeholders, and partners. Our services cater to all types of technology including patient monitoring equipment, clinical business applications, critical communications and infrastructure, standard end-user equipment and services such as telephony and administrative computer applications and hardware.

Do you enjoy problem solving, connecting disjointed dots, meeting new people or maybe you are a pro at connect four? If this sounds like you, the Digital Solutions Division (DSD) within ACT Health is looking to hire an energetic individual to assist in the analysis of health-related business structures and processes to inform new projects and processes that will contribute to improving health services.

As the Project Assessment Officer, Enterprise Architecture Office, you will be a key team member in our Enterprise Architecture team as we respond to the changing needs of the healthcare systems in parallel with the delivery of our new Digital Health Record in 2022 and beyond. You will work with business and clinical areas to understand their processes including gathering, documenting, and preparing reports. You will act as the liaison between the division and the line area to better understand their needs and how they tie in with the needs of the organisation. As a division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation.

**Eligibility/Other Requirements:** This role requires you to obtain and maintain an Australian Government Negative Vetting 1 (NV1) security clearance, which will be sponsored by the ACT Health Directorate. To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

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

**How to Apply:** Please submit 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.

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

Contact Officer: Bridget MacLean (02) 6205 3833 [Bridget.MacLean@act.gov.au](mailto:Bridget.MacLean@act.gov.au)

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

**Digital Solutions Division****Technology Operations****Support, Diagnostic and Integration Systems Hub****Support Analyst****Administrative Services Officer Class 5 \$83,620 - \$88,510 , Canberra (PN: 41770, several)**

Gazette Date: 23 February 2022

Closing Date: 14 March 2022

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

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

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

The Support Analyst, Digital Solutions Support is required to wear an ACT Health uniform when undertaking their duties as this position is a public-facing role.

This role requires you to hold and maintain a current unrestricted Drivers Licence for passenger cars.

**Note:** This is a temporary position available immediately for a period of 12 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This role requires you to obtain and maintain an Australian Government NV1 Security Clearance. To obtain this, you must be an Australian citizen. If you are not successful in obtaining a security clearance, your employment in the role will not commence. If you have already commenced, your employment will be terminated.

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

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

Contact Officer: Zoe Allen (02) 5124 4777 [zoe.allen@act.gov.au](mailto:zoe.allen@act.gov.au)

#### **Digital Solutions Division**

#### **Technology Operations**

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

#### **Digital Solution Support - Team Leader**

#### **Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 46190)**

Gazetted: 18 February 2022

Closing Date: 9 March 2022

**Details:** Are you interested in leading a team of Support Analysts who provide ICT level 1 support services across the ACT public health system? Digital Solutions Support is looking to recruit a suitably qualified and enthusiastic individual to be part of a dynamic team, providing support services spanning across access provisioning, incident logging and troubleshooting issues.

The Digital Solutions Division is responsible for the delivery and operation of technology services across the ACT public health system, our patients, stakeholders and partners. Our services cater to all types of technology including patient monitoring equipment, clinical business applications, critical communications and infrastructure, standard end-user equipment and services such as telephony and administrative computer applications and hardware.

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

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

The Team Leader, Digital Solutions Support is required to wear an ACT Health uniform when undertaking their duties as this position is a public-facing role. This role requires you to hold and maintain a current unrestricted Drivers Licence for passenger cars.

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

Based in Woden, the role can also involve local client contact and support with the opportunity for flexible hours and out of hours rostered on call and 24/7 rostered shift work.

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

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

Contact Officer: Terrianne Keen (02) 6205 2361 Terrianne.Keen@act.gov.au

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

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

#### **Health Protection Service/Communicable Disease Control**

#### **Immunisation Program Support Officer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 34442)**

Gazetted: 17 February 2022

Closing Date: 24 February 2022

The Communicable Disease Control (CDC) section of Health Protection Service (HPS) is looking for a motivated and skilled project officer to join the Immunisation team.

The CDC of the Health Protection Service HPS is a multidisciplinary section including nurses, epidemiologists, public health professionals and administrative officers. CDC is responsible for a range of functions aimed at minimising the harm caused by the spread of communicable diseases in our community.

Under broad direction, the Immunisation Program Support Officer is responsible for working with stakeholders to identify, develop and implement strategies to increase immunisation rates especially in identified priority groups.

Eligibility/Other requirements: Current driver's licence required.

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

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

#### **ACT Integrity Commission**

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

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

#### **Corruption Prevention and Education**

#### **Assistant Director, Corruption Prevention**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 47432)**

Gazetted: 22 February 2022

Closing Date: 17 March 2022

Details: About the job

The ACT Integrity Commission has an exciting opportunity for someone to lead provision of corruption prevention and education advice, products and services to the ACT public sector and the ACT community.

As the only dedicated corruption prevention specialist in the ACT public sector, you will deliver a broad range of innovative products and services which engage their target audiences and in doing so, minimise the risk of corruption occurring or remaining undetected.

If you are confident, resilient and adaptable, comfortable with ambiguity and change, and love a challenge – this may be the position for you.

Our ideal candidate

This job would be ideal for someone who:

can deliver creative and innovative solutions to problems, backed up by sound advice and evidence

is engaging, charismatic, and can work collaboratively with a wide variety of internal and external stakeholders to achieve results, and

ideally has extensive experience and/or qualifications in one or more of the following disciplines:

corruption prevention

fraud prevention

policy development



law enforcement  
communications  
criminology  
public administration  
behavioural economics.

Further information on what you will do can be found in the position description.

About the team: This position sits in the Commission's Corruption Prevention and Education (CPE) Team.

Corruption prevention and education are core functions of the Commission. Within the broad scope of the Commission's corruption prevention and education work, we focus on research and analysis, awareness and education, and outreach and engagement. Further information on our priorities can be found in the Corruption Prevention and Education Strategy on our website.

We work collaboratively with ACT Government directorates and our federal, state and territory counterparts in Australia's anti-corruption commissions. This enables us to understand the current and emerging corruption threats facing the ACT Government and the broader ACT Community. Understanding the environment allows us to develop best-fit anti-corruption products and services to strengthen the integrity of government.

The Commission's ability to deliver its corruption prevention and education functions effectively is contingent on establishing and maintaining strong relationships with key stakeholders across the ACT public sector and the ACT Community.

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:

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

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

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

The position may involve some domestic travel.

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

How to Apply: Applications must include:

A current curriculum vitae, and

A written response (a pitch) of no more than two A4 pages which:

Demonstrates how your Skills, Knowledge and Experience address the criteria outlined in the 'What you require' section of the Position Description, and

outlines why you want the job and why you believe you are the best person for the position.

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

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

### **Calvary Public Hospital Bruce**

#### **Calvary Public Hospital Bruce**

#### **Geriatric Rapid Acute Care Evaluation**

#### **Registered Nurse - Geriatric Rapid Acute Care Evaluation**

#### **Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (600478)**

Gazette Date: 21 February 2022

Closing Date: 25 February 2022

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

Reference Number: 18125

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

Contact Officer: Louise Roberts (02) 6201 6777 [louise.roberts@Calvary-act.com.au](mailto:louise.roberts@Calvary-act.com.au)



**Calvary Public Hospital Bruce****Physio Department****Physiotherapist****Health Professional Level 2 \$69,738 - \$95,736, Canberra (LP7144)**

Gazette Date: 21 February 2022

Closing Date: 01 March 2022

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

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

Reference Number: 18084

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>Contact Officer: Jeanie Weber (02) 6201 6190 [jeanie.weber@calvary-act.com.au](mailto:jeanie.weber@calvary-act.com.au)**Calvary Public Hospital Bruce****Undergraduate Clinical Facilitator****Clinical Facilitator****Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (LP9993)**

Gazette Date: 22 February 2022

Closing Date: 25 February 2022

Full position details can be seen on Calvary Public Hospital Bruce's

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

Reference Number: 18075

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>Contact Officer: Amanda Lillie [amanda.lillie@Calvary-act.com.au](mailto:amanda.lillie@Calvary-act.com.au)**Calvary Public Hospital Bruce****Medical Imaging Department****Senior Radiographer – CT****Medical Imaging Level 3 \$108,340 - \$114,157, Canberra (LP8908)**

Gazette Date: 22 February 2022

Closing Date: 06 March 2022

Full position details can be seen on Calvary Public Hospital Bruce's

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

Reference Number: 18058

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>Contact Officer: Kristine Lindner [kristine.lindner@calvary-act.com.au](mailto:kristine.lindner@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)

**Women, Youth and Children****CHS Chief Operating Officer Clinical Services****Administration Service Officer****Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 44703 - 020ZR)**

Gazetted: 18 February 2022

Closing Date: 3 March 2022

Details: **Our Vision:** creating exceptional health care together**Our Role:** to be a health service that is trusted by our community**Our Values:** Reliable, Progressive, Respectful and Kind

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 Women, Youth and Children provides a broad range of primary, secondary and tertiary health services to children, young people, families and women in the ACT and surrounding regions. The Division provides family centred, multidisciplinary services at Canberra Hospital and in Community Health Centres, client homes, schools and Child and Family Centres. These services include:

Women's Health Service

Maternal and Child Health Program

School Team – High School Immunisations and Health Checks

Children at Risk Health Unit

Community Paediatric and Child Health 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**

Ability to collaborate with team members to share appropriate information to achieve shared goals.

Adaptability to accommodate change and new ideas.

Willingness to go the extra distance in delivering services to our clients.

**Position Requirements/Qualifications:**

Ability to type with speed and efficiency.

Experience in Microsoft applications; in particular Excel, Word and Outlook.

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.

**Note:** This is a temporary position available immediately for 11.5 months with the possibility of extension and/or permanency. Recruitment to this position maybe based of the written application and referee report only.

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

Contact Officer: Danielle Treloggen 51242776 [danielle.treloggen@act.gov.au](mailto:danielle.treloggen@act.gov.au)

**Medicine****Nursing****Clinical Care Coordinator**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 38047 - 020S8)**

Gazetted: 17 February 2022

Closing Date: 3 March 2022

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

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

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

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 key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

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

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

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes: Proven advanced clinical experience in a leadership role.

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

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

Relevant tertiary management or nursing qualifications and a minimum of five years' experience working professionally in Medical Wards is preferred.

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

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

Undergo a pre-employment National Police Check.

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

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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.

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 is a temporary position available immediately for 11.5 months with the possibility of extension and/or permanency.

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

Contact Officer: Angela Edwards on [angela.edwards@act.gov.au](mailto:angela.edwards@act.gov.au) or 0403909228

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

##### **Alcohol and Drug Services**

##### **Counselling and Treatment Service**

##### **Counsellor**

**Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 28450 - 0211M)**

Gazetted: 21 February 2022

Closing Date: 10 March 2022

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

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

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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 Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence-based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

Alcohol and Drug Services provides information, advice, referral, intake, assessment, and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

This also includes the provision of high-quality liaison with external stakeholder, consumers and staff of Mental Health, Justice Health and Alcohol and Drug Services.

This position is part of the Counselling and Treatment Service (CTS) based at 1 Moore Street and may be required to work at various sites, including other health centres and Building 7, The Canberra Hospital.

The role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, ability to provide a range of psychological/counselling treatments 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.

#### **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, be flexible, adaptable, and comfortable with a changing working environment.

Strong organisational skills including excellent written and oral communication.

Ability to analyse information and make decisions to complete tasks with minimal supervision.

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

Relevant tertiary qualifications and experience working professionally in Allied Health or counselling is preferred.

#### **For Social Work:**

Degree in Social Work.

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

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

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

#### **For Psychology:**

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

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

#### **Highly Desirable:**

Psychology Board of Australia endorsement or eligibility for endorsement as Principal and/or Secondary supervisor for Internship program.

#### **For Counselling**

Eligible qualification pathways.

##### **Pathway 1**

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

AND

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

OR

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

##### **Pathway 2**

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

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

OR

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

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

**Desirable:**

Current Drivers Licence

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

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

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

Reference checks.

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

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.

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).

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

Contact Officer: Katherine Soulsby (02) 5124 1590 [kate.soulsby@act.gov.au](mailto:kate.soulsby@act.gov.au)

**Women, Youth and Children**

**CHS Chief Operating Officer Clinical Services**

**Administration Officer- Team Leader**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 48682 - 0210W)**

Gazetted: 18 February 2022

Closing Date: 4 March 2022

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

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

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

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/> Canberra Health Service Division of Women Youth and Children provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We provide family centred, interdisciplinary services at Canberra Health Services, Community Health Centres, client homes, schools and Child and Family centres.

The position provides administrative and general office support to the Women Youth and Children Department. Duties include booking appointments, referral management, screening telephone calls, organisational and time management skills, ability to liaise effectively with staff at all levels as well as the ability to lead a small team, monitor workflows and direct staff. A high level of knowledge and demonstrated ability in the use of health-based IT systems including ACTPAS and Clinical Portal and the ability to report on this data is desirable. This role requires

demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the Women Youth and Children Management team as necessary.

#### **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 client needs.

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

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

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

#### **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: Stephanie Edwards 51247677 stephanie.a.edwards@act.gov.au

### **Mental Health, Justice Health and Child and Adolescent Mental Health Services Alcohol and Drug Services**

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

#### **Child and Adolescent Mental Health Services**

#### **Health Professional Officer**

**Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 23207, several - 020W3)**

Gazetted: 22 February 2022

Closing Date: 1 March 2022

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

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

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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 up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 clinicians.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

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

Commitment to achieving positive outcomes for children and young people, their families and/or carers.



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.

**Position Requirements/Qualifications:**

**Mandatory for all disciplines:**

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 1 years' post-qualification experience working professionally in respective field.

A current Driver's Licence.

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

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

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

**Highly desirable for all disciplines:**

Experience working with children, young people, and adults with a Mental Illness.

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.

**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.

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).

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

Undergo reference checks.

**Note:** An Order of Merit may be used to fill future identical full time and part time temporary vacancies across CAMHS within a 12-month period. Selection may be based on written application and referee reports only.

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

Contact Officer: Kieran Hay 5124 1407 [kieran.hay@act.gov.au](mailto:kieran.hay@act.gov.au)

**Canberra Health Services**

**Operational Support Services**

**Client Services and Security and Emergency**

**Security Supervisor Security Supervisor**

**Health Service Officer Level 7 \$66,857 - \$70,601, Canberra (PN: 42248 - 02116)**

Gazetted: 18 February 2022

Closing Date: 16 March 2022

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

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

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

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 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 nonacute sites by providing incident response, proactive security functions and enforcement of Canberra Health Services policy and directives.

#### **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 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.

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.

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).

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

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

#### **Clinical Services**

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

#### **Social Worker**

**Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 20299 - 02100)**

Gazetted: 21 February 2022

Closing Date: 9 March 2022

**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/>

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

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

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

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

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

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

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

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

As a specialist area, clinicians working with FMHS are supported via access to structured clinical supervision, a collaborative and multidisciplinary team environment, and regular professional development opportunities.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

Ability to communicate effectively and compassionately with complex clients

Resilience and calm in the face of conflict or uncertainty.

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

##### **Mandatory:**

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

Registration under the ACT Working with Vulnerable People Act 2011

Minimum one year post-qualification experience.

##### **Desirable:**

Experience of working in public or acute mental health services

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

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

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

- Undergo a pre-employment National Police Check.

##### **Note:**

This position is based at the Alexander Maconochie Centre (AMC). Successful applicants will also be required to undergo ACTCS vetting and security awareness training.

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

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

## Medicine

### Nursing

#### Clinical Nurse Consultant

**Registered Nurse Level 3.2 \$129,103, Canberra (PN: 40747 - 020RQ)**

Gazetted: 18 February 2022

Closing Date: 4 March 2022

**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

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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 Clinical Nurse Consultant RN3.2 position will be responsible for the operational management and leadership of the Medical Ward. The successful applicant will be able to manage efficiently, lead quality improvement, participate in research and coordinate the delivery of care to patients who are admitted to the Medical Ward. The position is full time working Monday to Friday within business hours, provides clinical support, education and care coordination for patients. The position is responsible for the operational management and leadership of a multidisciplinary team.

#### ABOUT YOU

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#### Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

#### Position Requirements/Qualifications:

Holds or is working towards a post graduate qualification relevant to nursing/management and a minimum of 5 years' experience working professionally in Medical and or Surgical Nursing is preferred.

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

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.

**Note:** This is a temporary position available for a period of up to 11.5 months with possibility of extension.

Contact Officer: Clare Gallagher 0422333183 Clare.Gallagher@act.gov.au

## Clinical Services

### Rehabilitation and Community Care

### Oral Health Services

**Admin Clinical Support Officer****Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 54988 - 020Y8)**

Gazetted: 22 February 2022

Closing Date: 11 March 2022

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 be fully vaccinated against COVID-19.

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 (OHS) is in the Division of Rehabilitation, Aged and Community Services and offers a range of public dental services to the community including:

- Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.
- Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.
- Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Whilst providing services that include, preventative dental interventions and health promotion, emergency dental care, restorative and prosthetic dental care and some orthodontic interventions for eligible clients.

These services are delivered in the community to:

- Gungahlin Health Centre
- Belconnen Health Centre
- Civic Health Centre
- Phillip Health Centre
- Tuggeranong Health Centre
- Alexander Maconochie Centre
- Mobile Dental Clinics

**ABOUT YOU**

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**Behavioural Capabilities**

1. Strong organisational skills
2. Highly developed communication skills
3. Sound ability to determine priorities and exercise initiative

**Position Requirements/Qualifications:**

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Rebecca Cowan (02) 5124 1725 [Rebecca.Cowan@act.gov.au](mailto:Rebecca.Cowan@act.gov.au)

**Campus Modernisation****Workforce Planning and Reporting Officer****Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 53230 - 0210E)**

Gazetted: 17 February 2022

Closing Date: 8 March 2022

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

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

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

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 Hospital Expansion Project includes a new Clinical Services Building (CSB) on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, coronary care and support services, such as a central sterilising services department and a helicopter Landing Site. The CSB will be located to the Northern end of the campus, between Hospital Road and Palmer Street, displacing existing aged administration, accommodation and outpatient buildings (Building 5 and 24).

The Infrastructure and Health Support Services (IHSS) Group is responsible for the infrastructure delivery and maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation.

The Workforce Planning and Reporting Officer will report to the Workforce Strategy Manager and will work closely with the CSB Project Team.

This role will be responsible for assisting with analysis of workforce data to generate meaningful business insights. It will support the rest of the HR team with administration activities and communicates with a wide variety of stakeholders across various disciplines.

#### **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 the ability to manage competing priorities.

Well-developed analytical and problem-solving skills.

Well-developed written and oral communication skills.

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

Attention to detail.

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

##### **Desirable:**

Proficiency in the use of Microsoft Office including Word, Excel and PowerPoint, and knowledge of Power BI.

Administration experience including the ability to plan, coordinate and prioritise work within a multi-skilled, fast paced and dynamic office environment.

The successful applicant will:

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

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

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

Undergo a pre-employment National Police Check.

**Note:** This is a temporary position available for three months with the possibility of extension up to 18 months.

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

Contact Officer: Ceinwyn Whittaker 0408231567 [ceinwyn.whittaker@act.gov.au](mailto:ceinwyn.whittaker@act.gov.au)

#### **Clinical Services**

#### **Rehabilitation Aged and Community Services**

#### **Nursing**

#### **Registered Nurse Level 1**

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 12482, several - 020VT)**

Gazetted: 21 February 2022

Closing Date: 7 March 2022

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 be fully vaccinated against COVID-19.

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 Rehabilitation, Aged and Community Services is seeking a highly motivated experienced registered nurses with exceptional communication and care delivery skills for an exciting opportunity to open a new Ward at the University of Canberra Hospital. The successful applicants will play an important role in supporting the ward manager and junior staff to establish high standards and accountabilities. Cotter Ward will provide rehabilitation support for patients with limited tolerance or ability to participate in a full rehabilitation program.

We are looking for enthusiastic and experienced nurses to fill positions at the Registered Nurse Level 1. The position work at 24/7 rotating roster, including a regular contribution to night shift and work across both Canberra Hospital and University of Canberra Hospital campuses if/when required.

**ABOUT YOU**

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**Behavioural Capabilities**

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

- Ability to work independently and as part of a multidisciplinary team.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- High level leadership skills.
- High level communication skills and a strong self-directed learning ethic.

**Position Requirements/Qualifications:****Mandatory**

- Registration with the Nursing and Midwifery Board through 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.

**Desirable**

- Qualifications with a minimum of two years' experience in an acute or sub-acute setting preferred.
- Hold a current driver's licence.

Note: There are several temporary positions available for 11 months with the possibility of extension and/or permanency.

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.

Contact Officer: Donna Gaisford (02) 5124 0029 [Donna.Gaisford@act.gov.au](mailto:Donna.Gaisford@act.gov.au)

**Clinical Services**

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

**The Cottage and Childhood Early Intervention Team**



**Health Professional Level 3**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 14434, several - 0202C)**

Gazetted: 21 February 2022

Closing Date: 7 March 2022

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 be fully vaccinated against COVID-19.

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 up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

CAMHS is seeking 2 dynamic and experienced Health Professional Level 3 (HP3) to undertake the role of specialist team clinician that provides individual and family group-based evidence-based interventions within 2 programs: The Cottage and Childhood Early Intervention Program. 1FTE is based at The Cottage and 0.60FTE is based at the child and family centres.

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 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.

The role will also require the health professional to undertake professional development and supervision of students, Health Professional 2, Allied Health Assistant and participate in quality initiatives and contribute to the multidisciplinary team processes.

Under the direction of the Team Manager, the HP3 will provide expertise in triage, referral management and mental health assessment, including risk assessments

**ABOUT YOU**

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**Behavioural Capabilities**

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

- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
- Commitment to achieving positive outcomes for children and young people, their families and/or carers.
- 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.

**Position Requirements/Qualifications:****Mandatory for all disciplines:**

Relevant degree in Social Work/Psychology/Occupational Therapy qualifications and a minimum of three years' post-qualification experience working professionally in respective field, five plus years' post qualification experience is preferred.

- A current driver's licence.

**Occupational Therapists:**

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

**Psychologists:**



- Must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).
- Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

Highly Desirable for Psychology:

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

Social workers:

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

Highly desirable for all disciplines:

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

Note: There are two permanent positions available, full-time (36:45) based at The Cottage and part-time (22:03) based at the child and family centres, the full-time salary noted above will be paid pro-rata. An Order of Merit may be used to fill future identical full time and part time permanent and temporary vacancies across CAMHS within a 12 month period. Selection may be based on written application and referee reports only. The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Renae Nardi (02) 5124 1880 Renae.Nardi@act.gov.au

## Clinical Services

### Medicine

### Neurology

#### Graduate Clinical Neurophysiology Scientist

**Health Professional Level 1 \$65,402 - \$85,685, Canberra (PN: 38737 - 0212N)**

Gazetted: 21 February 2022

Closing Date: 10 March 2022

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 be fully vaccinated against COVID-19.

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 Neurology Department is based in the Division of Medicine and provides a Neurology Service to the ACT and surrounding regions, including clinical neurophysiology testing. Tests performed within the department include electroencephalograms, nerve conduction studies, electromyography, and evoked potentials.

The Health Professional Level 1 (HP1) Graduate Clinical Neurophysiological Scientist role will assist in performing clinical neurophysiological testing whilst under supervision, as well as assisting with routine tasks to ensure provision of a high-quality service. The role will also assist with quality assurance activities and support student placements. Training will be provided for all aspects of the role.

In ACT Health, the clinical neurophysiology profession is one (1) of the Clinical Measurement Science (CMS) disciplines. The other CMS disciplines are cardiac science, respiratory science, and sleep science. Scientific staff

employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence.

The ACT Health Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours, and attributes required of all scientific staff to fulfil this vision, and aligns with the ACT Health values of care, excellence, collaboration, and integrity. The CMS competency framework consists of five generic competency domains that allow for consistent application across all the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency, and Professional Development.

#### ABOUT YOU

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#### Behavioural Capabilities

1. Self-directed and high level of emotional intelligence.
2. Excellent communication skills.
3. Strong troubleshooting abilities and analytical thinking.
4. High level organisational and time management skills.

#### Position Requirements/Qualifications:

Relevant tertiary qualifications or equivalent in Health Science/Human Physiology is required.

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

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

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.
- 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).
- Comply with ACT Health credentialing requirements for allied health professionals

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

Contact Officer: Angela Borbelj (02) 5124 4577 [angela.borbelj@act.gov.au](mailto:angela.borbelj@act.gov.au)

#### Clinical Services

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

#### Territory Wide Mental Health Services

#### Access Mental Health Team

#### Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 40901 - 020UP)

Gazetted: 21 February 2022

Closing Date: 7 March 2022

Our Vision: creating exceptional health care together

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#### POSITION OVERVIEW

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

recovery 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 and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty 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

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#### Behavioural Capabilities

1. Good customer service skills to provide helpful and professional experiences to people who access the service.
2. Administration skills to be able to provide quality work outputs.
3. Organisational skills to be able to manage workload.
4. Flexibility and initiative to be able to work effectively within a multidisciplinary team.

#### Position Requirements/Qualifications:

Relevant qualifications for each discipline as below with a minimum of 12 months experience working professionally in the appropriate field is mandatory along with:

- 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.

#### For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia.
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.
- Hold a current driver's licence.

#### For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia.
- Applicants must have a minimum 12 months paid work experience, post qualification, in a related/relevant organisation/service.
- Hold a current driver's licence.

#### For Social Work:

- Degree in Social Work.
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW).

- 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).

- Applicants must have a minimum 12 months paid work experience, post qualification, in a related/relevant organisation/service.

- Hold a current driver's licence.

Note: The successful candidate will be expected to work in a 38-hour, seven day per week 24 hour rotating roster including night shift. There may driving involved in this position.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Julie Hanson (02) 6205 3266 [Julie.Hanson@act.gov.au](mailto:Julie.Hanson@act.gov.au)

## Clinical Services

### Women Youth and Children

#### Maternity

#### Assistant Director of Midwifery

**Registered Midwife Level 4.3 \$147,398, Canberra (PN: 18010 - 0213B)**

Gazetted: 17 February 2022

Closing Date: 8 March 2022

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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 Women, Youth and Children offers a range of primary, secondary, and tertiary services across the acute and community-based sectors. These services include specialist paediatric services, including high care, adolescents, medical and surgical wards, and day stay and outpatient services. Specialist neonatology services include a tertiary level Neonatal Intensive Care Unit, and a Special Care Nursery. Maternity Services include antenatal, birthing, and postnatal care for low-risk women, and women requiring complex care.

Reporting to the Director of Nursing and Midwifery, the Assistant Director of Midwifery (ADOM) holds a senior leadership position within the Division of Women Youth and Children (WYC). The ADOM provides leadership, strategic direction, planning and operational leadership to the Midwifery teams to achieve high quality and safe patient care within WYC.

The Centenary Hospital for Women and Children (CHWC) offers a range of high-quality maternity options for care during pregnancy, birth and early parenting. We offer antenatal clinics for routine and high-risk pregnancies, continuity and core midwifery antenatal, birthing, and postnatal services through our birth suite and birth centre and inpatient antenatal and postnatal care through our inpatient wards and home birth. The maternity department at CHWC is dynamic with a strong culture of finding innovative modern solutions to the demands and challenges facing contemporary midwifery.

#### ABOUT YOU

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#### Behavioural Capabilities

1. Strong leadership capability, including capacity to build and inspire cohesive high performing teams.

2. Possess considered complex problem-solving ability including the capacity to simultaneously manage and prioritise multiple issues, demonstrating a high degree of drive.
3. An ability to progress relationships and work respectfully in partnership with a range of stakeholders including consumers.
4. Resilience and adaptability in a dynamic health environment.

**Position Requirements/Qualifications:**

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Midwife.
- Relevant Post graduate qualifications in health management, leadership and/or project management Post graduate qualifications in Midwifery and/or Nursing qualifications and a minimum of five years' experience working professionally in Midwifery.
- 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.

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

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.

Contact Officer: Cathy O'Neill (02) 5124 7470 Cathy.O'Neill@act.gov.au

## **Infrastructure and Health Support Services**

### **Facilities Management**

#### **Facilities Management Liaison Officer**

**Infrastructure Officer 2 \$90,210 - \$103,785, Canberra (PN: 39640 - 0210V)**

Gazetted: 18 February 2022

Closing Date: 8 March 2022

**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/>

Infrastructure and Health Support Services, a division of Canberra Health Services, are responsible for:

Capital project delivery;

Facilities Management;

Domestic and Environmental Services;

Food Services;

Sterilising Services;

Security Services; and

Fleet Management.

The Facilities Management (FM) Branch is a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, safety and risk management, utilities management, and contracts and leasing for the Canberra Health Services property portfolio. FM is committed to attracting and retaining people with the right skills, knowledge and behaviours to ensure we can deliver on our vision and mission.

We support the ongoing education and development of all our people. Our goal is to develop our people to continue to have the right skills to help us meet our vision and deliver on our strategic objectives. We believe in

supporting each team member to grow the skills and knowledge they share with their team and the broader community that makes up the CHS Portfolio.

The Canberra Hospital and off-site facilities contain a myriad of highly sophisticated integrated specialised engineering systems that provide vital services to staff, patients, and visitors of the Canberra Health Service. The continuity of the engineering plant and equipment is critical to patient safety and is crucial to the FM operational responsibilities.

CHS has a continuous construction and refurbishment project program to meet growing community needs and expanding health services demand. FM are integral to the capital improvement programs and provide engineering advice, solutions, and support to an expansive project delivery team.

With support from the Director of Engineering Services, the FM engineering team is responsible for maintaining information flow across many project delivery programs. The FM Liaison role ensures projects are compliant with the FM standard inclusions and specifications and monitors FM project engagement processes while maintaining productive and positive relationships.

The FM Liaison Officer represents FM across vital maintenance, construction, and engineering activities and provides correspondence and communications across various stakeholders. The role escalates and manages issues raised by maintenance and project teams, providing visibility and response opportunities to senior Directors within FM.

The FM Liaison role will provide support to FM Directors under general direction, communicate professionally and work with flexibility, efficiency, and diplomacy individually and as part of a team.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Professional and personable with the ability to develop and maintain effective relationships with key stakeholders within the Directorate, across Government and industry to benefit the quality-of-service delivery from Facilities Management.

Requires an awareness of, legislative frameworks, regulations and Australian standards, technical standards such as AusHFGs, NSW Health Engineering Guidelines, National Construction Codes, and local and National Codes of Practice.

Work involves interaction and liaison, communication, and co-ordination, including with other work / business units or government agencies, stakeholders, clients, and suppliers with little guidance.

Work requires supervisory, communication, representation, and negotiation skills. Required to represent and negotiate on behalf of the organisation within set parameters.

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

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

Mandatory:

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

hold a relevant building degree; or

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

Hold a current drivers\_ licence.

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

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

#### **Desirable:**

Experience in a maintenance and/ or project delivery environment.

Background in a relevant Engineering discipline.

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

Undergo a pre-employment National Police Check.

Contact Officer: John Kilday 0415455020 [John.Kilday@act.gov.au](mailto:John.Kilday@act.gov.au)



**Cardiology****Cardiac Catheter Laboratory****Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 46901 - 020HE)**

Gazetted: 23 February 2022

Closing Date: 14 March 2022

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 be fully vaccinated against COVID-19.

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 Cardiac Catheter Laboratory is a clinical specialty area that undertakes a range of cardiac diagnostic, interventional and electrophysiology procedures. Canberra Hospital has two laboratories staffed and equipped to provide a 24-hour service for patients with acute and chronic cardiac conditions. The Cardiac Catheter Laboratory also includes a Day Procedure Unit. Normal operational service is Monday to Friday, 07:00hrs to 18:00hrs with on-call coverage for STEMI activation outside of business hours.

Registered Nurses are members of the multidisciplinary team and have a key role in caring for patients admitted to the Cardiac Catheter Laboratory

**ABOUT YOU**

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**Behavioural Capabilities**

1. Registered Nurse with an interest in developing skills in interventional cardiac nursing.

**Position Requirements/Qualifications:**

Relevant Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA) qualifications. and a minimum of one years' experience working professionally in the acute hospital setting is preferred.

- Post registration experience in acute and/or cardiac care is desirable.
- The successful applicant will need to be available for after-hours work including evenings and weekends if deemed necessary. A consultation process is expected in the future regarding extended Cardiac Cath Lab hours.
- Following a period of training and achieved competency in Advanced Life Support the position includes an on-call commitment
- 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.

Note: This is a temporary position available for 11 months with the possibility of extension and/or permanency.

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.

Contact Officer: Alison Baldwin (02) 5124 3691 [Alison.Baldwin@act.gov.au](mailto:Alison.Baldwin@act.gov.au)**Medicine****Diabetes****Dietitian****Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 28374 - 020TX)**



Gazetted: 23 February 2022

Closing Date: 11 March 2022

**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/> a range of general and specialist health services to people of all ages.

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

Overview of the work area and position:

The ACT Health Diabetes Service Nutrition team provide individual and group nutrition appointments for people at risk of or who have diabetes. The diabetes nutrition team is an integral part of the Diabetes Service collaborating with Endocrinologists, Diabetes Nurse Educators, other CHS and external Dietitians, Nurses, General Practitioners and Consumers to provide a team approach to care for people with, or at risk of diabetes.

The HPO3 Diabetes Dietitian will be responsible operationally and clinically to the Senior Diabetes Dietitian of the CHS Diabetes Service and professionally to the Profession Lead for Nutrition.

Under the direction of the senior dietitian, you will be required to provide clinical assessment, treatment, supervision and evaluation of nutrition care to inpatients and outpatients at risk of or who have diabetes.

#### 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

High level communication skills

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

Ability to work well within a multi-disciplinary team environment and independently

Position Requirements/Qualifications:

Tertiary qualifications in Nutrition and Dietetics and eligibility for membership of the Dietitian's Association of Australia

Current driver's license

Registered under the Working for Vulnerable People Act 2011

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

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

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

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

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police Check.

**Note:** This is a part-time permanent position available at 29.4 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Maree Glynn 0435 337 574 [maree.glynn@act.gov.au](mailto:maree.glynn@act.gov.au)

**Medicine****Gastroenterology and Hepatology Unit****Clinical Nurse Consultant****Registered Nurse Level 3.2 \$129,103, Canberra (PN: 22400 - 020UK)**

Gazetted: 23 February 2022

Closing Date: 11 March 2022

**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 Gastroenterology and Hepatology Unit (GEHU) consists of an endoscopy unit and outpatient clinics. The GEHU provides a range of gastroenterological interventional and diagnostic services including, but not limited to, gastroscopy, colonoscopy, bronchoscopy, endoscopic retrograde cholangiopancreatogram, endoscopic ultrasounds, and an Anorectal manometry service. The outpatient clinics includes the inflammatory bowel disease service, liver disease service, National Bowel Cancer Screening program. The GEHU CNC is responsible for the standards of nursing care and the operational management of the GEHE, ensuring the effective and efficient operation of human and financial management and patient flow within the service. The CNC is also responsible for driving the quality and safety agenda for the GEHU, in collaboration with the Unit Director, and ensuring that all nursing staff have access to the required education and training to ensure high standards of nursing competence and care delivery to our patients.

**DUTIES**

Under limited direction of the ADON, you will perform the following tasks , you will:

Responsible for the delivery of clinical services and the day-to-day operational management of the Gastroenterology and Hepatology Unit. Exercise autonomy whilst adhering to policies and procedures to meet safe standards of patient focused care.

Provide expert leadership and management of nurses in all aspects of clinical practice and models of care including planning, implementing and evaluating professional development, education, research, teaching, workforce planning and quality work environment for the Gastroenterology and Hepatology Unit.

Accountable for the flexible allocation of human and financial resources within the area to ensure achievement of an agreed level of service and reporting of variances against agreed targets. Maintain and order consignment stock.

Liaise with clinical leaders in planning and coordinating staffing resources by ensuring rosters and allocation of staff within the clinical area will provide a safe and high level of patient care. Monitor and take responsibility for staffing levels.

Participate in tender processes related to the Gastroenterology and Hepatology Unit in partnership with the Canberra Hospital and Health Services Procurement Manager and participate in the development and evaluation of area specific tenders.

Initiate, lead and collaborate with staff to establish and evaluate quality improvement activities, risk management initiatives, policies, procedures and standards consistent with best practice and customer-focused outcomes.

Consistently display commitment to, compliance with and leadership in work, health and safety (WHS) and the positive patient experience and displays behaviour consistent with ACT Health's values of Care, Excellence, Collaboration and Integrity.

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

**ABOUT YOU**

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

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

**Behavioural Capabilities**

Excellent interpersonal skills with a proven ability to provide leadership to and work effectively as part of a multidisciplinary team to achieve service delivery objectives

Drive for ongoing personal and professional development

Strong organisational skills with a high degree of drive

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

**Position Requirements/Qualifications:**

**Mandatory:**

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

**Desirable:**

Certification relating to relevant speciality, or equivalent.

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 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: Marg Mcmanus 51245164 margaret.mcmanus@act.gov.au

**Division of Medicine**

**Nursing**

**Assistant In Nursing**

**Assistant in Nursing \$55,182 - \$57,050, Canberra (PN: 36236 - 02110)**

Gazetted: 23 February 2022

Closing Date: 9 March 2022

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

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

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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/>

This position is a temporary vacancy for 12 months, full time and part time hours are available. The Division of Medicine within Canberra Health Service provides overarching staffing support and resources for our patients across various medical wards including the Emergency Department.

This position works a 24/7 roster including night duty. The AIN may work across any area of the CHS campus

The Assistant in Nursing (AIN) works under the direction of the Registered Nurse.

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

**ABOUT YOU**

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**Behavioural Capabilities:**

1. Good verbal and written communication

2. Ability to work as a team

**Position Requirements/Qualifications:**

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

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

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

**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.

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 is a temporary position available immediately for a period up to 11.5 months.

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

Contact Officer: Angela Edwards 0403 909 228 [angela.edwards@act.gov.au](mailto:angela.edwards@act.gov.au)

## Medical Services

### Exec Director of Medical Services

#### JMO Coordinator

#### Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 04535 - 0214F)

Gazetted: 23 February 2022

Closing Date: 9 March 2022

**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/>

MOSCETU has responsibility for:

The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the CHS Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU and CEO Canberra Health Services;

The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and

Manage the recruitment, rostering and administration related to the Junior Medical 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 particularly encouraged to apply.

#### Behavioural Capabilities

Strong organisational skills with a high degree of communication skills.

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

High degree of common sense and self-awareness.

#### Position Requirements/Qualifications:

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

- Undergo a pre-employment National Police Check.

**Note:** This is temporary position available for five months with the possibility of extension and/or permanency  
 Contact Officer: Elaine Howell 512 42779 Elaine.Howell@act.gov.au

## Allied Health

### Acute Allied Health Service

#### Physiotherapist

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 46438 - 0213Y)**

Gazetted: 23 February 2022

Closing Date: 9 March 2022

Details:

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

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

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

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.

The HITH Physiotherapist is a key role in the multidisciplinary management of Hospital in the Home patients providing care consistent with HITH principles of hospital bed substitution and care close to home

equitable care

patient and family centred care

integrated care and

cost neutral

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.

The HITH physiotherapist is part of a broader Cardiorespiratory Physiotherapy team. Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal professional development opportunities.

#### 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.

#### ABOUT YOU

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

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

**Position Requirements/Qualifications:**

**Mandatory:**

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 three years post-qualification experience.

Current driver's licence.

**Other:**

The successful applicant will need to be available for weekend, after-hours and/or shift work pattern depending on the clinical area.

HP3s in the Cardiorespiratory team may work or rotate across different service areas to meet operational requirements and to support staff development opportunities.

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

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

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

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals, 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 position available for a period of three months with the possibility of extension.

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

**Finance and Business Intelligence**

**Supply Services**

**Supply Administration**

**Health Service Officer Level 4/5 \$56,388 - \$62,328, Canberra (PN: 20137 - 02126)**

Gazetted: 21 February 2022

Closing Date: 7 March 2022

**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 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 particularly encouraged to apply.



**Behavioural Capabilities**

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

Strong organisational skills with a high degree of drive.

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.

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 position available for a period of six-months with possibility of extension and/or permanency. This is an essential front-line role, picking, packing and assisting in the distribution of stock across all Hospitals, Community Health Centres and COVID response centres across the ACT. Previous Warehouse experience is essential, and a forklift licence will be highly regarded. Candidates are required to provide a maximum two-page response to the Selection Criteria, and the contact details for two referees. Selection may be based on written application and referee reports only.

Contact Officer: Rob Swain 51243100 [Rob.Swain@act.gov.au](mailto:Rob.Swain@act.gov.au)

**Medical Services****Nuclear Medicine and PET****Senior Nuclear Medicine Technologist**

**Medical Imaging Level 3 \$108,340 - \$114,157 (up to \$119,818 on achieving a personal upgrade), Canberra (PN: 28992 - 020Y9)**

Gazetted: 23 February 2022

Closing Date: 9 March 2022

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 be fully vaccinated against COVID-19.

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 Nuclear Medicine department has three gamma cameras (a Siemens Intevo Bold 16 slice xSPECT/CT, a GE Hawkeye SPECT/CT and a Siemens single head eCam). The department also provides a Bone Mineral Density service and operates a comprehensive PET/CT facility which incorporates three uptake rooms and an automatic injection system. The successful applicant will be required to work across all three areas of the department.

Work in the department is both challenging and rewarding, with a comprehensive range of diagnostic and therapeutic Nuclear Medicine procedures being offered including paediatric, oncology and cardiac studies. The department has recently expanded the services we offer to include diagnostic CT with/without contrast.

This position will suit an enthusiastic Nuclear Medicine Technologist with experience in developing and promoting standards in a professional team. The successful applicant will be required to work across all areas of the Nuclear Medicine and PET section, including BMD and Diagnostic CT.

**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

1. Strong organisational skills with an ability to work cooperatively in a team environment.
2. High level communication skills.
3. Adaptability and flexibility to accommodate change.

#### Position Requirements/Qualifications:

The Successful applicant must have a Bachelor of Applied Science in Medical Radiation Science (Nuclear Medicine) or equivalent is Mandatory.

They are also required to be registered or be eligible for registration with the Medical Radiation Practice Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA).

Post graduate experience as Nuclear Medicine Scientist in BMD, PET/CT and Diagnostic CT is desirable.

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

Note: This is a temporary position available 11.5 months with the possibility of extension and/or permanency Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will participate in after-hours and on-call duties.

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.
- Possess and appropriate ACT Radiation Licence (or equivalent)
- Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Ryan McKeown 0409 816 170 [ryan.mckeown@act.gov.au](mailto:ryan.mckeown@act.gov.au)

## Operational Support Services

### Security Coordinator

**Health Service Officer Level 9 \$78,051 - \$88,207, Canberra (PN: 00915, expected vacancy - 0215C)**

Gazetted: 23 February 2022

Closing Date: 16 March 2022

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 be fully vaccinated against COVID-19.

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 Coordinator you will be responsible for leading our front of house security services. The successful applicant will build strong relationships with our partners at Digital Solutions, Staff Development Unit and the

MOSCETU area. Further, you will also support our business by undertaking administrative functions in relation to rostering, invoicing and service improvements.

The Security Coordinator is expected to work collaboratively with business units across the Directorate and be supportive and flexible in their approach to changing priorities.

#### 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:

1. Influencing and persuading
2. Ability to work within protocols, processes and use initiative
3. Strong attention to detail
4. 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 driver's licence (or equivalent)
- Be prepared to wear a uniform
- 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 willing to be, and remain, vaccinated against vaccine-preventable diseases during their employment
- Attain a Certificate IV in Security Risk Management within the first 12 months of employment.

The successful applicant should (desirable):

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

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.

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.
- 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).

Contact Officer: Chris Mooney (02) 512 45145 [chris.mooney@act.gov.au](mailto:chris.mooney@act.gov.au)

#### Allied Health

##### Acute Allied Health Services

##### Physiotherapy

##### Primary Contact Physiotherapy Emergency Department

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 52277 - 0212V)**

Gazetted: 23 February 2022

Closing Date: 9 March 2022

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 be fully vaccinated against COVID-19.

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.

Primary Contact Physiotherapy positions will support the delivery of extended hours of service provision in the Emergency Department.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and professional development opportunities.

You will be required to participate in a shift, overtime and/or restricted on-call roster..

#### ABOUT YOU

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

#### Behavioural Capabilities

- Strong organisational skills with a high degree of drive.
- 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 three years post-qualification experience.
- Commitment to complete relevant Primary Contact Training programme including mandated external coursework within 12 months.

##### Other:

- The successful applicant will need to be available for shift pattern of work including weekend and after-hours work.
- It is an expectation that the successful candidate is considering a career in advanced musculoskeletal physiotherapy with the understanding that further formal training will be required to meet the requirements for an advanced physiotherapy practice position.
- 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.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Katie Vine (02) 5124 2154 [Katie.vine@act.gov.au](mailto:Katie.vine@act.gov.au)

**Mental Health Justice Health, Alcohol and Drug Service****Adult Acute Mental Health Services****Administration Officer****Administrative Services Officer Class 2 \$59,813 - \$66,047, Canberra (PN: 27077 - 020YH)**

Gazetted: 22 February 2022

Closing Date: 10 March 2022

**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/>

Adult Acute Mental Health Services currently incorporates the Adult Mental Health Unit (AMHU), Ward 12B Mental health Unit, the Mental Health Short Stay Unit (MHSSU), and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH).

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU), Ward 12B Mental Health Unit is a 10-bed low dependency inpatient unit these units are for people experiencing moderate to severe mental illness. These units provide 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 patient, their carers and other key services. MHSSU is a 6-bed low dependency inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation.

Adult Acute Mental Health Services currently incorporates the Adult Mental Health Unit (AMHU), Ward 12B Mental health Unit, the Mental Health Short Stay Unit (MHSSU), and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH).

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU), Ward 12B Mental Health Unit is a 10-bed low dependency inpatient unit these units are for people experiencing moderate to severe mental illness. These units provide 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 patient, their carers and other key services. MHSSU is a 6-bed low dependency inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation.

It is expected that in this position you will be responsible for patient records, admission, and discharge procedures, provide administrative support to the clinical staff of the team, and be central to the welcome of visitors to the new unit with a focus on providing quality customer service to the consumers of MHJHADS.

**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.

Ability to manage confidential and sensitive information.

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

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

Strong communication and interpersonal skills.

**Position Requirements/Qualifications:****Mandatory:**

Be registered under the Working for Vulnerable People Act 2011.

**Desirable:**

Hold a current driver's license.

Experience within a health administration area.

Knowledge and experience in the use of relevant medical terminology.

Understanding in dealing with persons affected with a Mental Illness.

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

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

Prior to commencement successful candidates will be required to:

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 permanent full time position the successful applicant will be required to work shift work including weekend/Public Holidays.

Successful candidate/s maybe selected based on application only. A merit list/pool may be established from this process that can be used to fill similar vacancies within the unit over the next 12 months.

Contact Officer: Tessa Sealey 51245404 [tessa.sealey@act.gov.au](mailto:tessa.sealey@act.gov.au)

## Pathology

### Anatomical Pathology

#### Specialist / Senior Specialist - Anatomical Pathology

**Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 32405 - 02147)**

Gazetted: 22 February 2022

Closing Date: 3 March 2022

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 be fully vaccinated against COVID-19.

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

The Department of Anatomical Pathology is responsible for the diagnostic pathology for approximately 25,000 surgical pathology and 10,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, flow cytometry, molecular pathology, cytogenetics, and liquid cytology are available on site.

The Department provides for teaching of Anatomical Pathology at the Australian National University Medical School. There is a well-established Registrar training program. Currently there are 12 Anatomical Pathologists and 6 Registrars.

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)

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

Remuneration: \$288,138 - \$388,743 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 College of Pathologists Australasia (FRCPA) or equivalent specialist qualifications.

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

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

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:

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

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

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

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

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

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

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: Professor Jane Dahlstrom (02) 51242867 jane.dahlstrom@act.gov.au

#### Canberra Health Services

##### Adult Acute Mental Health Service

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 31318 - 02148)**

Gazetted: 22 February 2022

Closing Date: 18 March 2022

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

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

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.



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/> Adult Acute Mental Health Services currently incorporates the Adult Mental Health Unit (AMHU), Ward 12B Mental health Unit, the Mental Health Short Stay Unit (MHSSU), and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH). AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU), Ward 12B Mental Health Unit is a 10-bed low dependency inpatient unit these units are for people experiencing moderate to severe mental illness. These units provide 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 patient, their carers and other key services. MHSSU is a 6-bed low dependency inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. At this level the CNE is responsible for clinical teaching and the development of nursing practice within a therapeutic environment. This position reports to the Assistant Director of Nursing and will liaise with the Clinical Nurse Consultants (CNC) to deliver and lead education, both internal and external to the Division, in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working in the AAMHS inpatient units. You will be required to undertake professional development and supervision, participate in quality improvement initiatives, and contribute to the multidisciplinary team processes.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

To be successful in this position, you will have a demonstrated track record of working in a multidiscipline team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork, and complies with all applicable regulatory and legislative requirements. It is expected the successful candidate will have the following attributes and abilities:

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

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

Ability to mentor junior staff in a collaborative and influential manner.

Provide clinical leadership for professional and clinical practice, education, and research.

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

##### **Mandatory:**

Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA),

Holds, is working towards or is agreeable to work towards a certificate IV in Training and Assessment within the probational period.

##### **Desirable:**

Current Passenger Vehicles Driver's Licence,

Holds or is working towards a post graduate qualification, and/or has demonstrated advanced knowledge, skills and experience, in the area of adult education and clinical practice development.

##### **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.

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:** The Successful candidate may be selected based on application only. A merit list/pool may be established from this process that can be used to fill similar vacancies within the unit over the next 12 months.

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

Contact Officer: Shaun Bayliss 02 51245406 [shaun.bayliss@act.gov.au](mailto:shaun.bayliss@act.gov.au)

**Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS)  
Child and Adolescent Mental Health Services (CAMHS) – Eating Disorders Clinical Hub  
CHS Mental Health, Justice Health and Alcohol and Drug Services  
Transitional Clinician**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 52119 - 020H2)**

Gazette Date: 21 February 2022

Closing Date: 10 March 2022

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

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include: Territory Wide Mental Health Services.

Adult Community Mental Health Services (ACMHS).

Adult Acute Mental Health Services (AAMHS).

Alcohol and Drug Services (ADS).

Child and Adolescent Mental Health Services (CAMHS).

Justice Health Services (JHS).

The Eating Disorder Clinical Hub (The Hub) is part of the Child and Adolescent Mental Health (CAMHS) Program within the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)

The Eating Disorder Clinical Hub (The Hub) is a newly established central referral point for access to all community based eating disorder services in the ACT. The Hub will provide and support a range of coordinated eating disorder services within the ACT that shift the focus of eating disorders management away from acute inpatient treatment towards a more flexible, appropriate and efficient "Stepped Care" treatment model. The Hub's core business includes, assessment and treatment, group psychotherapy, consultation and liaison, education and training and system integration to strengthen eating disorders services across the Territory.

The Eating Disorders Transitional Clinician's role will be to ensure timely discharge from hospital and provide eating disorders intervention where appropriate outpatient supports have not yet been established.

The Community Transitional Clinician will support the transition and coordination of care for people presenting with a moderate to severe eating disorder exiting from Hospital into the community setting and a hospital diversion service. You will contribute your expertise to the multidisciplinary team, provide support to the Duty Officer at the Eating Disorders Clinical Hub.

The role will also require team members 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**

Commitment to achieving positive outcomes for all 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.

High level written and oral communication skills. Additionally, ability to communicate at different levels with multiple stakeholders i.e. from consumers to other health professionals.

**Position Requirements/Qualifications:****Mandatory for all disciplines:****Occupational Therapists**

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.

**Psychologists**

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

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

**Social workers**

Degree in Social Work.

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

Registration under the ACT Working with Vulnerable People Act 2011.

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

**Highly desirable for all disciplines:**

Experience and or knowledge of Eating Disorders.

Experience working with children, young people, and adults with a Mental Illness.

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.

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

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

Undergo reference checks.

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.

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 is a temporary position available for nine months. The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise and be available for weekend and on call work when necessary.

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

Contact Officer: Kirsten Stafford (02) 5124 6544 [kirsten.stafford@act.gov.au](mailto:kirsten.stafford@act.gov.au)

**Mental Health, Justice Health and Child and Adolescent Mental Health Services Alcohol and Drug Services****Mental Health, Justice Health and Alcohol and Drug Services****Child and Adolescent Mental Health Services****Health Professional Officer**

**Health Professional Level 2 \$69,738 - \$95,736 , Canberra (PN: 23207, several - 020W3)**

Gazette: 22 February 2022

Closing Date: 01 March 2022

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 be fully vaccinated against COVID-19.

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 up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 clinicians.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

#### ABOUT YOU

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

#### Behavioural Capabilities

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

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

Commitment to achieving positive outcomes for children and young people, their families and/or carers.

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.

#### Position Requirements/Qualifications:

##### Mandatory for all disciplines:

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 1 years' post-qualification experience working professionally in respective field.

A current Driver's Licence.

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

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

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

##### Highly desirable for all disciplines:

Experience working with children, young people, and adults with a Mental Illness.

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.

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.

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).

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

Undergo reference checks.

Note: An Order of Merit may be used to fill future identical full time and part time temporary vacancies across CAMHS within a 12-month period. Selection may be based on written application and referee reports only. For more information on this position and how to apply “click here”  
Contact Officer: Kieran Hay 5124 1407 [kieran.hay@act.gov.au](mailto:kieran.hay@act.gov.au)

## Canberra Health Services

### Adult Acute Mental Health Services

#### Adult Mental Health Unit

#### Allied Health Assistant Level 3

**Allied Health Assistant 3 \$68,984 - \$72,369 (up to \$76,559 depending on qualification level), Canberra (PN: 37432 - 0213R)**

Gazetted: 23 February 2022

Closing Date: 7 March 2022

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

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

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

**The Adult Acute Mental Health Services (AAMHS)** covers AMHU which is an acute 40 bed inpatient unit for people experiencing moderate to severe mental illness, ward 12 B, a 10 bed low dependency unit for people suffering moderate mental illness, and MHSSU which is a low dependency 6 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 AHA will provide assistance and support to the allied health team in the delivery of allied health services to consumers, under the supervision of an allied health professional.

The AHA does not make clinical assessment or clinical judgment in this role; however, they will be expected to recognise a change in consumer function and status and the possible impact on the planned program.

The position will report operationally to the Allied Health Manager of AAMHS. Professional governance of this position will come from the Discipline Principal Social work (MHJHADS).

This is a fulltime position within Adult Mental Health Unit working Monday to Friday.

#### ABOUT YOU

##### Personal Attributes

To be successful in this position, it is expected that the successful candidate will have the following attributes:  
Experience and competence in working with people who may display aggressive, challenging, distressed or unpredictable behaviour.

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

Ability to maintain professional boundaries when responding to consumer and family/carer expectations.

#### **Behavioural Capabilities**

Strong planning and organisational skills with a high degree of initiative.

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

Administration skills to be able to provide quality work outputs.

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

##### **Mandatory:**

Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification).

A minimum of 24 months experience in a related/ relevant organisation and/or service.

Current drivers' licence.

##### **Desirable:**

Previous experience working within an inpatient mental health environment.

##### **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.

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).

##### **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.

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

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

Contact Officer: David Warren (02) 5124 5401 david.warren@act.gov.au

#### **Clinical Services**

##### **Rehabilitation, Aged and community Services**

##### **Allied Health**

##### **Senior Rehabilitation Physiotherapist**

##### **Senior Rehabilitation Physiotherapist**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 38636, expected vacancy - 02133)**

Gazetted: 23 February 2022

Closing Date: 9 March 2022

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 be fully vaccinated against COVID-19.

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 Rehabilitation, Aged and community Services (RACS) Physiotherapy and Exercise Physiology service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. There are a wide variety of service delivery teams within RACS including: inpatient and community-based rehabilitation, inpatient acute care of the elderly, a community-based falls and falls injury prevention program, a Transitional Therapy and Care Program (TTCP) and community-based physiotherapy services.

Under professional supervision from the Lead Professional for Physiotherapists, Physiotherapists are responsible for the provision of physiotherapy services in individual or group-based sessions, delivering high quality patient centred care and positive patient outcomes.

Physiotherapists will be offered the opportunity to rotate through the variety of Physiotherapy related services within RACS, based at multiple locations.

This position will be required to work flexibly across services/locations and participate in a weekend roster.

#### ABOUT YOU

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

#### Behavioural Capabilities

1. Strong organisational skills with a high degree of drive.
2. Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
3. Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs.
4. Effective communication, including active listening skills, and an ability to negotiate.

#### Position Requirements/Qualifications:

##### Mandatory:

- Degree in Physiotherapy.
- Registered (or eligible for registration) with the Physiotherapy Board of Australia, Australian Health Practitioner Regulation Agency (AHPRA).
- Applicants must have a minimum of three years (ideal five years) post-qualification experience.
- Current Australian driver's licence
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- Have an understanding of how the National 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.

Note: This is an expected vacancy available for six months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Grant Shaw (02) 5124 0074 [Grant.Shaw@act.gov.au](mailto:Grant.Shaw@act.gov.au)

#### Medicine

#### Emergency Department

#### Registered Nurse

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 22885, several - 0212F)**

Gazetted: 23 February 2022

Closing Date: 14 March 2022

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 be fully vaccinated against COVID-19.

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/>

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) – a catchment area including Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley serving approximately 650,000 people. Annually, the Emergency Department can have up to and more than 85,000 presentations.

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

An exciting opportunity has become available for dynamic, highly motivated and experienced Registered Nurses to work within the Emergency Department as a level 2.

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

1. Ability to work independently and as part of a multidisciplinary team
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
3. Ability to work a flexible rotating roster
4. 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 five 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.
- 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.

Contact Officer: Victoria Clarke (02) 5124 3753 [victoria.c.clarke@act.gov.au](mailto:victoria.c.clarke@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)**

**Education and Training Service****Nursing Teacher**

**Teacher Level 1 \$79,598 - \$106,208, Canberra (PN: 55872, several)**

Gazetted: 18 February 2022

Closing Date: 8 March 2022

**Details:** CIT Human Services Department has an exciting opportunity for Registered Nurses who have outstanding qualities and interest in teaching in the Vocational Education and Training sector. Human Services department delivers a range of programs from the National Training Packages in Health Care and Community Services. These include the Diploma in Nursing, Certificate III in Individual Support (Ageing, Disability and Home and Community), Certificate IV in Ageing and Disability, as well as a range of non-accredited, industry specific programs for the continual education of industry professionals.

**Working at CIT:** With an impressive 90 year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels. The benefits of working at CIT include:

Access to facilities to support your health and wellbeing, including CIT Fit and Well Fitness centre at Bruce Campus, as well as a strong Employee Assistance Program

Flexible work options

Free parking The successful candidate will be required to:

Provide educational guidance to students within all programs delivered by the department.

Willingness to support student progression and provide a quality student experience.

Demonstrated understanding of national VET standards including industry currency, assessment principles and rules of evidence.

Demonstrated capacity in the use of technology and willingness to further develop digital literacy to a high level.

Current knowledge of the VET sector.

Experience in working collaboratively and effectively with teams minimal supervision.

Develop and maintain working relationships with industry and key stakeholders.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

**MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING**

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40.

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);

where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and

complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

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 the Diploma of Nursing Program are required to have a current registration with Australian Health Practitioner Regulation Agency (AHPRA) and a professional qualification relevant to teaching nursing at AQF Level 7 as per Australian Nursing and Midwifery Accreditation Council (ANMAC) requirements.

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

**How to Apply:** Applicants are asked to submit a response to the Selection Criteria outlining their experience and/or ability to perform the Selection Criteria, as well as a current curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lily Muthurajah (02) 6205 7381 [Lily.Muthurajah@cit.edu.au](mailto:Lily.Muthurajah@cit.edu.au)

**Chief Minister, Treasury and Economic Development**

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

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

**Digital, Data and Technology Solutions****Design and Strategy****Director, Design and Experience****Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 37007)**

Gazetted: 22 February 2022

Closing Date: 8 March 2022

**Details:** The Design and Strategy Branch provides strategic guidance on technology and data investment; and is responsible for development and maintenance of whole of government technology roadmap architecture and design practice, including principles, standards and methods.

The Design and Experience capability within Design and Strategy branch aims to partner with ACT directorates in delivering customer-focused outcomes for the Territory. The team utilises the principles of human-centered design in helping directorates define how a particular initiative will impact other domains such as people, process, data and technology.

The Director will lead a team of Business Analysts and Designers, and will play a key advisory role within the ACT Government in relation to best practice design and analysis. The Director will oversee the design engagement program of work and will be maintaining design governance documents that support the rest of the government in achieving user-centred outcomes.

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:** Under the current COVID-19 restrictions many staff are currently working from home with limited access to on-site working. Please discuss any concerns around these arrangements with the Contact Officer. This position requires a CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance.

**How to Apply:** Please provide a maximum three-page pitch, detailing how your Skills, Knowledge and Behaviour will support you in delivering the duties and responsibilities of the position as outlined in the Position Description. Also attach your current curriculum vitae.

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

Contact Officer: Katrina Keep (02) 6207 3870 [Katrina.Keep@act.gov.au](mailto:Katrina.Keep@act.gov.au)

**Digital, Data and Technology Solutions (DDTS)****Director, Digital Service Policy****Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 52982)**

Gazetted: 17 February 2022

Closing Date: 3 March 2022

**Details:** Through the ACT Digital Strategy, ACT Government has articulated its intent to support a more connected Canberra, taking advantage of advances in technology and data to make life better for Canberrans and the businesses that employ them. The Strategy challenges government to innovate, make the most of opportunities arising from the evolution of technology, and further improve the quality of life for all Canberrans. It sets out a plan of action and makes a range of commitments to the ACT community based on the following timeless principles:

People in our community are at the centre of everything we do, from policy making to city planning and service delivery

The data we collect and protect is used and shared transparently, to make better decisions and enhance the wellbeing of people

Design and co-design is how we manage change and ensure results are achieved

Strategic, open relationships with a wide range of industry groups creates greater value for the community. ACT Digital, an agency of the Digital, Data and Technology Solutions Division of the Chief Minister, Treasury and Economic Development Directorate, functions at the cutting edge in applying these principles, engaging the community in co-design processes to establish convenient, user-friendly, and intuitive digital service experiences. In breaking new (digital) ground, we are also challenging the status quo, proposing, and establishing new policies and practices to ensure services are appropriately design and fit for purpose. Which is why we are looking for someone to join the ACT Digital Executive team and work with business areas from across government and other jurisdictions to develop and provide high-quality, evidence-based policy advice and documentation on issues of relevance to the ongoing design, evolution, and delivery of ACT Government's digital services.

If you are experienced in development of community focused policy outcomes, understand and appreciate the ways in which technology contributes to improving wellbeing and quality of life, can think outside the square to appropriately challenge accepted norms, then we would encourage you to submit an application for this opportunity.

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 until 30 June 2023. Selection may be based on application and referee reports only. Touching base with the contact officer to discuss the duties of the position is highly recommended. 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: Suitability for this position will be assessed based on the skills, knowledge and behaviour required to successfully deliver against the duties and responsibilities of the role and will be assessed against the selection criteria identified in the position description. If you believe you have the required skills, drive, and know 'what it takes' to be a success in a leadership role, please take the time to send us a copy of your resume, including contact details of two referees, along with a 'pitch' of no more than two pages.

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

## Shared Services

### Payroll and HR Systems

#### HR Systems

#### Information Officer (Reporting)

#### Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 54409)

Gazetted: 17 February 2022

Closing Date: 3 March 2022

**Details:** As an Information Officer within the HR Systems Reporting Team, you will support the Assistant Director, Reporting and other team members in performing HR data quality assurance tasks, including maintenance and correction of data issues. Additionally you will contribute to other HR data management activities such as application of data governance and security principles, including monitoring and reviewing user data access. You will have the ability to design and develop reports from multiple data repositories such as chris21 and Service Now (SNOW). You will use a range of technologies including Microsoft Access and Excel, as well as PowerBI. This position works closely with other team members in the HR Systems, Payroll, Data Reporting, Recruitment, Business Improvement and Shared Service ICT. This position reports directly to the Assistant Director, Reporting, HR Systems.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Competence in using technology to manipulate and present data including familiarity with Microsoft Office applications.

Ability to identify the relationships between separate datasets and apply this understanding to develop solutions.

A sound familiarity with systems chris21 and/or other HR Information Systems, would be advantageous.

Educational and professional qualifications checks may be undertaken prior to employment.

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

**How to Apply:** Please provide a response to the Professional /Technical Skills and Knowledge and the Behavioural Capabilities outlined in the Position Description of no more than two pages, along with your curriculum vitae and referee reports.

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

Contact Officer: Paul Jackson (02) 6205 8403 Paul.F.Jackson@act.gov.au

## **Workforce Capability and Governance**

### **Professional Standards Unit**

#### **Assistant Director, Investigations**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 08522)**

Gazetted: 17 February 2022

Closing Date: 7 March 2022

**Details:** The Professional Standards Unit (PSU), within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a high performing, values driven and results-orientated Senior Investigator to join our team. The role of the PSU is to provide support to the statutory appointment of the Public Sector Standards Commissioner (PSSC) in the context of misconduct investigations and support the PSSC to provide advice to the Chief Minister and Head of Service about the public sector values, principles and the conduct in the ACT Public Service (ACTPS). PSU investigation team are responsible for providing ACT Government with administrative misconduct investigation services, in conjunction with broader advice and support in accordance with relevant legislation and industrial instruments. The PSU Assistant Director will contribute to facilitate the delivery and continuous improvement of high-quality investigative services. You will need relevant experience in workplace performance and misconduct issues and/or relevant investigative experience, excellent analytical skills and be self-motivated, respond quickly to changing priorities and show initiative, sound judgement, and adhere to tight timeframes. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

- Relevant investigative qualifications such as a Certificate IV in Government Investigations are highly desirable.
- Educational and professional qualifications checks may be undertaken prior to employment.
- Criminal history checks will be conducted prior to employment.

**Notes:** This is a temporary position available immediately up until August 2022 with possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

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

Contact Officer: Gemma Hogben 02620 59546 gemma.hogben@act.gov.au

## **Policy and Cabinet Division**

### **Territory Records Office**

#### **Senior Advisor**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 56653)**

Gazetted: 18 February 2022

Closing Date: 9 March 2022

**Details:** The Territory Records Office is seeking a dynamic and skilled professional to fill the role of Senior Advisor, Information Governance. In this position you will fulfil a key role in influencing practice across the ACT Government to drive and build a culture of effective records and information management and governance. You will provide support and advice on records management practices, policies and associated legislation, contribute to the implementation of a range of information governance projects and support the work of the Territory Records Office and ArchivesACT.



Aside from displaying initiative and having an eye for detail, to be successful in this position you will have demonstrated experience, knowledge and skills in critical analysis, communications, research and project management coupled with exceptional organisational skills and an interest in keeping up-to-date with current records and information management practices and influencing change.

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:** Tertiary qualifications in a relevant field is desirable.

**Note:** A merit pool will be established from this selection process and may be used to fill future temporary or permanent identical vacancies over the next 12 months. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working. Selection may be based on application and referee reports, interviews may not necessarily be held. Staff are currently working from home due to the COVID-19 restrictions, please discuss any concerns you may have with the Contact Officer.

**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 the “What you Require” section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), qualifications and two referees including their contact details.

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

Contact Officer: Anita Cairnduff (02) 6207 4985 [anita.cairnduff@act.gov.au](mailto:anita.cairnduff@act.gov.au)

## Access Canberra

### Corporate Support and Capability

#### Skills, Safety and Support

#### Project Officer

#### Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 05610)

Gazetted: 18 February 2022

Closing Date: 4 March 2022

**Details:** Do you pride yourself on your ability to engage and work with people to achieve positive outcomes? Do you love a challenge and can simultaneously work on multiple projects and tasks with varying deadlines? Access Canberra values highly committed problem solvers who take pride in getting things done and would love to hear from you.

The Skills, Safety and Support team is looking for a highly-motivated, committed and organised individual to join our busy team. The team is responsible for delivering a range of projects and tasks to address the strategic needs of Access Canberra. The role will primarily support the Workforce Capability team to meet the training and development needs of Access Canberra and will also be required to work across the wider Skills, Safety and Support team as required, which incorporates the Work Health and Safety team and Accommodation and Business Services team.

The Project Officer will be responsible for driving, designing, implementing and delivering on a range of learning and development activities, analysing and evaluating a range of information and data to produce reports, briefs and education materials and having a strong people focus to deliver on the expectations of the organisation. You will be able to show initiative to research and find the information needed to respond to complex enquiries.

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 permanent position. 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. Please note, this position operates in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please provide a maximum one-page pitch, detailing how your Skills, Knowledge and Behaviour will support you in delivering the duties and responsibilities of the position as outlined in the Position Description. Also attach your current curriculum vitae. Referee reports may be required upon request.

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

Contact Officer: James Bradford (02) 6207 8294 James.Bradford@act.gov.au

## Digital, Data and Technology Solutions

### Technology Services Branch

#### ICT Security

#### Director, Cyber Security Operations Centre

**Senior Information Technology Officer Grade B \$133,552 - \$150,347, Canberra (PN: 14666, several)**

Gazetted: 18 February 2022

Closing Date: 9 March 2022

**Details:** Are you a technical leader who builds strong relationships and provides customers with advice and solutions to improve their ICT security posture? The ACT Cyber Security Centre is looking for a Director, Cyber Security Operations Centre, who can inspire, energise and positively influence team and whole of government outcomes in this crucial area.

To be successful you would be someone with:

Cyber Security and other technical skills and experience to achieve our objective of a centre of excellence in the Cyber Security Operations Centre.

Mentoring and managing a team to deliver a diverse range of cyber security operations services including vulnerability assessment and security incident management.

Strong cyber security technical skills with the ability to design and deliver a program of continual uplift to cyber security maturity.

Analytical skills to manage cyber security risks, incidents, and develop effective solutions that enable positive business outcomes

Persuasive verbal and written communication skills to deliver compelling cyber security and other ICT advice pitched at executive, business and technical audiences.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workplace 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 Requirement:** A current NV1 security clearance issued by the Australian Government Security Vetting Agency is required for this position, or the ability to obtain and maintain one.

**Notes:** Selection may be based on application and referee reports only. There are expected to be two positions filled from this recruitment round. A Merit Pool will be established from the selection process and may be used if there are additional vacancies over the next 12 months.

**How to Apply:** If this sounds like you, please provide your curriculum vitae with a two-page pitch outlining why you're the best person for the job and how you would make a positive impact. Please ensure you have read the attached Position Description and consider the requirements of the position and any evidence to support your claims in the pitch. If you would like to know more about the role before applying, please contact Julian Valtas.

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

Contact Officer: Julian Valtas (02) 6207 1008 Julian.Valtas@act.gov.au

## Policy and Cabinet Division

### Territory Records Office

#### Assistant Director, Capability, Access and Governance

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 56652)**

Gazetted: 18 February 2022

Closing Date: 9 March 2022

**Details:** The Territory Records Office is seeking a motivated and skilled communicator to fill the role of Assistant Director, Capability, Access and Governance.

In this position you will fulfil a key role in communicating the value of information, records and archives and influencing practice across the ACT Government and the community, to drive a culture of open government and effective information governance.

Aside from displaying initiative and the ability to achieve results, to be successful in this position you will be a people person who can communicate effectively and strategically lead change. We are looking for someone who can work collaboratively, promote and advocate for ideas, facilitate the sharing of skills, and both seek and provide support among stakeholders.

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:** Tertiary qualification in a relevant field is highly desirable.

**Note:** A merit pool will be established from this selection process and may be used to fill future identical temporary or permanent vacancies over the next 12 months. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working. Selection may be based on application and referee reports, interviews may not necessarily be held. Staff are currently working from home due to the COVID-19 restrictions, please discuss any concerns you may have with the Contact Officer.

**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 the “What you Require” section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), qualifications and two referees including their contact details.

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

Contact Officer: Anita Cairnduff (02) 6207 4985 [anita.cairnduff@act.gov.au](mailto:anita.cairnduff@act.gov.au)

## Revenue Management

### Operations

#### Director, Operations

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 37592)**

Gazetted: 21 February 2022

Closing Date: 7 March 2022

**Details:** The ACT Revenue Office is looking for an experienced, analytical and inspiring leader to drive change, oversee process improvement and deliver quality customer service outcomes in a regulatory/tax environment. This position is responsible for leading and managing a number of customer service teams, including a call centre. The team receives a high volume of enquiries, applications, forms and submissions, and is a dynamic and fast paced work environment characterised by rapid change, complexity and contestability.

The successful applicant will have the ability to establish and maintain professional working relationships with internal and external stakeholders and manage complex, high value and/or escalated revenue matters.

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:** 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:** Applications should include a response to the Capabilities outlined under the "What you Require" section of the Position Description, a current curriculum vitae and details of at least two current referees.

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

Contact Officer: Evelyn McCarthy (02) 6205 0315 Evelyn.McCarthy@act.gov.au

## Access Canberra

### Fair Trading and Compliance

#### Compliance

##### Inspector

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 38414, several)**

Gazetted: 22 February 2022

Closing Date: 8 March 2022

Details: Access Canberra's Compliance team is looking for enthusiastic and dedicated Inspectors to join the team in a regulatory inspector role. The team is responsible for regulating a large variety of legislation, including liquor, security, tobacco, agents, traders, gaming machines, casino, controlled sports and more. The team works collaboratively with investigation and licensing teams to ensure consistency in service delivery to both industry and the ACT public.

The successful applicant will be responsible for the conduct of compliance activities, including proactive targeted compliance programs, investigations, and complaint response. Applicants will need an eye for detail, strong communication skills, ability to work under changing priorities and pressures, and be able to work effectively as part of a team.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

A full driver's licence is essential.

This position may require a Working with Vulnerable People registration.

Note: This is a temporary position available immediately until 20 January 2023. Selection may be based on application and referee reports only. This position works in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and may be used to fill vacancies in both the Compliance and Investigations teams over the next 12 months.

How to Apply: Please provide your curriculum vitae, including details of two referees and a two-page (maximum) document detailing why your skills, knowledge, behaviour, and qualifications make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Krista Brennan (02) 6205 5267 Krista.Brennan@act.gov.au

## ACTPS Centre for Leadership and Innovation

### Executive Branch Manager, ACTPS Centre for Leadership and Innovation

#### **Executive Level 1.4 \$257,573 - \$268,725 depending on current superannuation arrangements, Canberra (PN: E490)**

Gazetted: 18 February 2022

Closing Date: 4 March 2022

Details: Within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Workforce Capability and Governance (WCAG) provides advice to the ACT Government on public sector employment, workplace health and safety and whole-of-service workforce strategy, supporting good governance in the public sector through the development of effective policy, legislative and industrial frameworks.

The Executive Branch Manager ACTPS Centre for Leadership and Innovation role will require an experienced leader to head a branch focused on understanding and responding to the challenges which face the ACTPS workforce now, and those we will face in the future. The role is accountable for leading a strategic and multidisciplinary team to research, design, develop and deliver programs, practices and places which drive a modern, responsive and innovative public service for the 21st Century, supporting the Government's ambition to become the most progressive jurisdiction in Australia for the way we work. Additionally, the role includes oversight of the

establishment and implementation of the new ACTPS' Centre for Innovation which will open in Canberra's City Centre in mid-2022. The Centre will provide a range of contemporary spaces for undertaking work to drive innovation and learning.

Key executive management components of this role include:

responsibility for shaping the direction of ACTPS leadership development, including the design and delivery of whole of service senior executive leadership development programs and events;

designing and delivering contemporary, forward-looking programs to attract, develop and retain exceptional, diverse leaders for the workforce of the future;

leading thinking and practice to drive a progressive, flexible workforce agenda including flexible work spaces, flexibility in the way we work, and the flexible management mindset to support the workforce of today and tomorrow;

utilising and encouraging evidence-based methodologies to inform the design and testing of workforce programs and projects, as well as their evaluation and refinement; and

oversighting the ACTPS Innovation Centre and, from mid-2022, its utilisation.

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.

**Remuneration:** The position attracts a remuneration package ranging from \$257,573 - \$268,725 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$223,039.

**Eligibility/Other Requirements:**

**Mandatory:**

Extensive experience in working in the public/private sector environment, with a particular focus on areas such as leadership and organisational development and workplace culture.

Leadership and management experience with a record of achievement, gained in a complex and politically sensitive environment.

A demonstrated track record in successfully leading a multifaceted project to completion, within a complex working environment.

Knowledge and experience in best-practice and contemporary management.

Administrative, Management or Human Resources related Tertiary qualification.

**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:** Please provide a curriculum vitae, contact details for two referees, and provide a response of no more than two pages addressing the Executive Capabilities.

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

Contact Officer: Damian West (02) 6207 5397 damian.west@act.gov.au

## Digital, Data and Technology Solutions

### Design and Strategy

#### Branch Coordination Officer

#### Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 55837)

Gazetted: 22 February 2022

Closing Date: 11 March 2022

**Details:** The Design and Strategy Branch are looking for a highly motivated person to provide administrative activities, coordination and support to the Design Experience, Architecture and Demand and Discovery teams. The Design and Strategy Branch provides strategic guidance of technology and data investment and is responsible for development and maintenance of whole of government technology roadmap architecture and design practice, including principles, standards, and methods.

To be successful in this role you will have strong organisational and administrative skills with the ability to set priorities, manage multiple tasks and work collaboratively in a team environment. You will have strong communication skills, including the ability to build and maintain positive working relationships with external and internal stakeholders and provide accurate information in line with business requirements.

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:** Under the current COVID-19 restrictions many staff are currently working from home with limited access to on-site working. Please discuss any concerns around these arrangements with the contact officer. This position requires a CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance.

**How to Apply:** Please provide a maximum two-page pitch, detailing how your Skills, Knowledge and Behaviour will support you in delivering the duties and responsibilities of the position as outlined in the Position Description. Also attach your current curriculum vitae.

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

Contact Officer: Katrina Keep (02) 6207 3870 Katrina.Keep@act.gov.au

## **Economic Development Directorate**

### **Sport and Recreation**

#### **ACT Academy of Sport**

##### **ACTAS Performance Dietitian**

##### **Professional Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 41108)**

Gazetted: 23 February 2022

Closing Date: 21 March 2022

**Details:** Sport and Recreation is seeking a suitably qualified, hard-working professional to join our ACT Academy of Sport team as a Performance Dietitian. The ACT Academy of Sport provides support to up to 120 talented athletes from Olympic, Paralympic and Commonwealth Games sports. The successful candidate will have at least five years practical experience in leading, planning and delivering performance nutrition programs in a high-performance sport environment.

**Eligibility/Other requirements:** The successful candidate must hold:

Tertiary qualifications or demonstrated experience in Nutrition and Dietetics, recognised by the Dietitians Association of Australia. Membership of Dietitians Association of Australia and Sports Dietitians Australia.

Level 1 ISAK Anthropometry accredited.

Current Level 2 Sport Integrity Australia (SIA) certification (previously known as ASADA).

Current CPR and First Aid Qualifications.

Current Working with Vulnerable People Registration (or ability to obtain).

**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:** Applicants are asked to please submit a cover letter, curriculum vitae and written address of Selection Criteria located in the attached Position Description.

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

Contact Officer: Gavin Thornley (02) 6207 4391 Gavin.Thornley@act.gov.au

## **Access Canberra**

### **Transport Licensing**

#### **Business Support and Training**

##### **Form and Content Designer**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 23118)**

Gazetted: 22 February 2022

Closing Date: 8 March 2022

Are you a perfectionist who enjoys proofreading? Would you like to design and implement forms and other publications?

The Business Support and Training team provides operational support to Access Canberra teams and external users of the rego.act business system. Business Support is a high performing team focused on quality outcomes and service delivery in a fast-paced environment.

The team is also responsible for providing:

Business system training

Updates to Road Transport specific policy and procedure

Guidance and advice on Road Transport legislation

Updates to the Access Canberra website, forms and related documents for Road Transport transactions

Communication to all rego.act stakeholders

Contribution to rego.act enhancements and projects



We are looking for a hardworking team player who has excellent attention to detail to fill the Form and Content Designer role. Along with the coordination, the position is responsible for researching, designing, and implementing forms, letters, publications, and website content.

The successful applicant needs to be motivated and has excellent attention to detail and well-developed oral and written communication skills. If you can grasp new technology and processes quickly and be willing to work as a senior team member in a fast-paced, demanding environment - please apply!

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 needs to quickly learn new concepts and technology, and experience in Indesign and SharePoint is highly desirable. The position is attached to a rotating roster of 8 am-5.30 pm Monday – Friday.

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

**How to Apply:** Please provide a supporting statement of no more than one page outlining experience and abilities against the Skills, Knowledge and Behavioural Capabilities outlined in the Position Description and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hayley Eastman (02) 6207 0403 [Hayley.Eastman@act.gov.au](mailto:Hayley.Eastman@act.gov.au)

## **Digital, Data and Technology Solutions**

### **Customer Engagement Services Branch**

#### **CMTEDD and JACS ICT**

#### **Assistant Director CMTEDD and JACS ICT**

#### **Senior Information Technology Officer Grade C \$113,397 - \$122,062, Canberra (PN: 02228)**

Gazetted: 23 February 2022

Closing Date: 11 March 2022

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) and Justice and Community Safety (JACS) ICT embedded team is seeking an experienced, committed and suitably qualified applicant to temporarily fill the Assistant Director position.

As the successful applicant you will need to demonstrate a knowledge and understanding of supporting Business Systems governance, a proven ability to work independently and as part of a team in a busy operational environment and have excellent interpersonal, organisational and communication skills.

The occupant of this position will be charged with supporting the priorities of the JACS Directorate by working closely with the Chief Information Officer.

Building and maintaining relationships, both within JACS and Digital, Data and Technology Solutions (DDTS) is an important part of the position's responsibilities. We are looking for people with demonstrated influencing, negotiation and engagement capabilities and an ability to develop and use relationships and networks with internal and external stakeholders.

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:** A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

Your suitability for this position will be assessed in three key areas:

**Skills** – the skills you have, based on your qualifications and previous experience, to fulfil the duties/responsibilities of the role.

**Knowledge** – the knowledge you have, based on your qualification and experience, that will enable you to perform the duties/responsibilities of the role to a high standard.

**Behaviour** – how well you will fit into the team, based on the ACT Government Signature Values and Behaviours - respect, integrity, collaboration and innovation.

**Notes:** This is a temporary position available for 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies both permanent and temporary 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. This position is based at Civic, however our workforce is largely working from home at the present time.

**How to Apply:** Please review the Position Description and provide a response, no longer than three pages, explaining how you are the right person for this opportunity and providing examples that demonstrate you have Skills, Knowledge, Behavioural Capabilities and experience to perform the duties and responsibilities of the role to a high standard. Applicants are also required to submit their curriculum vitae and two referee reports. One of your referee reports should be from your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sara Brown (02) 6207 1288 Sara.Brown@act.gov.au

#### **Access Canberra**

##### **Engagement, Compliance and COVID-19 Response**

##### **Communications and Community Education**

##### **Director, Content Creation and Improvement**

##### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54391)**

Gazetted: 22 February 2022

Closing Date: 10 March 2022

**Details:** Do you thrive in a busy and fast-paced environment which is centred on improving customer experience? Do you think creatively and push the boundaries on how information is presented to achieve cut-through and effect behaviour change?

Ever looked at a website and thought, 'I could really improve user experience by ...'?

Then we want you!

Access Canberra is on the hunt for a Senior Leader with a passion for making government information easy, simple, connected and clear.

You will be joining a great and supportive Branch of communications professionals, committed to enhancing user experience across Access Canberra platforms and touchpoints.

You'll also be taking the lead in developing content strategy, new content and information architecture for the Access Canberra website as well as mapping and refining correspondence we provide to the community.

This is a great opportunity to work in a diverse, challenging, and dynamic organisation where you work you do makes areal and measurable difference to the community – so get in quick to express your interest now!

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

##### **Professional / Technical Skills and Knowledge**

Demonstrated high level skills and experience in digital content writing and editing in line with the Australian Government digital content standards.

Customer experience, behavioural economics, communications/marketing or web re-development are skills which could support this position.

**Notes:** This is a temporary position available immediately for 12 months with the possibility of extension and or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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:** To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the selection criteria and details of two referees via the Apply Now button below.

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

Contact Officer: Rachael Short (02) 6205 3614 Rachael.Short@act.gov.au

#### **Access Canberra**

##### **Senior Records and Systems Officer**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 39309)**

Gazetted: 23 February 2022

Closing Date: 2 March 2022

**Details:** Access Canberra is looking for a suitable candidate who understands that records management provides the platform on which the successful delivery of all Access Canberra's functions and responsibilities is built. On a daily basis, our team rely on the ability to recall and refer to records to inform decision making and approaches to service delivery. The Records Management team is a unit within Projects and ICT who is responsible for the provision of advice and support to Access Canberra business units about the management of physical and electronic records arrangements in accordance with Territory and ACT Government standards. The team also provides administrative support and training for the Objective Electronic Document and Records Management System (EDRMS).

The Senior Records and Systems Officer will need to be able to adapt their communication and approach to support and lead the organisation to maintain and improve its records management practices. Access Canberra is proud of its Activity Based Working (ABW) environment and applicants for this position should be comfortable working with different teams to solve their records management issues.

If you have a keen interest in systems administration and technical support, are an organised dynamic individual who can look beyond the traditional approach to records management, and understand the importance and benefit of good records management, then this is a great opportunity for you.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

Experience in records keeping practices or contemporary project management and reporting practices (such as PRINCE2, Agile or Lean) is highly desirable.

**Notes:** This is a temporary position available immediately until 31 August 2022. Selection may be based on application and referee reports only. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please attach the following to your application:

Your curriculum vitae;

Names and contact details of two professional referees; and

A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position

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

Contact Officer: Veronica Morados (02) 6207 0584 [Veronica.Morados@act.gov.au](mailto:Veronica.Morados@act.gov.au)

**Digital, Data and Technology Solutions**

**Customer Engagement Services Branch**

**Service Management**

**Service Delivery Officer**

**Information Technology Officer Class 1 \$72,935 - \$83,023, Canberra (PN: 14430, several)**

Gazetted: 23 February 2022

Closing Date: 14 March 2022

**Details:** The Digital, Data and Technology Solutions (DDTS) ICT Service Desk team is looking for an enthusiastic person with the right mix of customer service and ICT knowledge to join our team. This person will be providing first and second level ICT support to a broad range of staff working for the ACT Government.

As part of the ICT Service Desk team, you will contribute to achieving positive service results within the parameters of team key performance indicators. Your daily duties will encompass answering phone calls, responding to emails, first level troubleshooting, and recording of ICT requests or incidents. There is also the requirement to provide face-to-face on-site field support on a rotational basis.

The successful applicant will possess a good understanding of ICT and know how to effectively communicate to troubleshoot common problems. If you think you have the relevant experience and skills, please review the Position Description and apply as directed below.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

Hold or the ability to obtain and maintain a CMTEDD issued Personnel Vetting Program certificate/clearance is mandatory.

Driver's licence class C is essential.

**Notes:** These are temporary positions available immediately for a period of up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Please provide a two-page pitch of your demonstrated experiences that are relevant to the 'What You Will Do' section, item 1, 2, 3 and 4 of the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance.

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

Contact Officer: Blake Anderson (02) 6207 2574 Blake.Anderson@act.gov.au

## Workforce Capability and Governance

### Secure Local Jobs Code Branch

#### Secure Local Jobs Code

#### Senior Regulatory and Compliance Officer

#### Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 42362)

Gazetted: 23 February 2022

Closing Date: 16 March 2022

**Details:** Do you want to help make Canberra a better place to live? Are you interested in implementing change? Do you want to help raise the quality of Government Procurement in the ACT? This might be the opportunity for you. Applications are sought to fill the temporary maternity leave position of Senior Regulatory and Compliance Officer in the Secure Local Jobs Code branch.

The Secure Local Jobs Code branch is looking for a person with a unique combination of skills, knowledge, and behaviours to fill the role of Senior Regulatory and Compliance Officer in the Secure Local Jobs Code branch. Working in a small and collaborative team environment the occupant of this role performs a range of duties to support the Registrar administer the Secure Local Jobs Code. The occupant needs to be a strategic thinker who can interpret legislation and communicate effectively with a range of stakeholders to promote compliance with Code obligations.

The focus of this role will be in the generation of a wide range of reports, dashboards, and statistics on the operation of the Code, for a mostly senior executive audience. Additionally, experience in, and a solid understanding of compliance and enforcement, will assist the occupant to conduct investigations, prepare detailed reports and recommendations from investigations, and undertake delivery of information activities to help educate stakeholders on compliance obligations. You will also respond to complex questions of interpretation about the Secure Local Jobs Code from both internal and external stakeholders. You will conduct complex regulatory activities to assess compliance with the relevant Acts, Regulations, as well as on-site inspections. The role requires extensive liaison and communication with a range of stakeholders across industries, including construction, cleaning, security, and traffic management.

You will have a great team to work with and support you in one of the most diverse and interesting agencies in the ACT Government. If you are up for a professional challenge in an environment that will support your growth and development as a regulator then this is the role for you. Please see the attached Position Description for an outline of the position's responsibilities.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Notes:** This is a temporary position available for a period of six months with the possibility of extension up to 12 months. A merit pool will be established from this recruitment process which will be used to fill future identical vacancies in the Secure Local Jobs Code branch if a position becomes available within 12 months. Selection may be assessed on application and referee reports only and interviews may not be conducted. Interested candidates are encouraged to speak to the Contact Officer prior to applying.

**How to Apply:** If you have read the Position Description and Selection Criteria and would like to apply for the role, please send your curriculum vitae and a two-page response addressing the Selection Criteria giving examples of your experience that demonstrate you can successfully perform this role (maximum of two pages).

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

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

Contact Officer: Lauren Wubbels (02) 6207 1271 [Lauren.Wubbels@act.gov.au](mailto:Lauren.Wubbels@act.gov.au)

#### **Access Canberra**

#### **Transport Licensing**

#### **Business Support and Training**

#### **Training Officer**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 01870)**

Gazetted: 23 February 2022

Closing Date: 2 March 2022

Details: Are you a workplace trainer? Are you highly organised and able to think on your feet?

The Business Support and Training team provides operational support to Access Canberra teams and external users of the rego.act business system. Business Support is a high performing team focused on quality outcomes and service delivery in a fast-paced environment.

The team is also responsible for providing:

Updates to Road Transport specific policy and procedure

Guidance and advice on Road Transport legislation

Updates to the Access Canberra website, forms and related documents for Road Transport transactions

Communication to all rego.act stakeholders

Contribution to rego.act enhancements and projects

We are looking for a hardworking team player who has excellent interpersonal skills to fill the Training Officer role within the Business Support team. The position is solely responsible for developing and facilitating the training courses for the Road Transport Authority (RTA) and the rego.act computer system, along with the preparation of training schedules, databases, materials, and assessments – to name a few!

Please apply if you are a motivated, skilled workplace trainer who is also willing to support helpdesk staff with system functionality and advice on Road Transport legislation, policy and business rules.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** Experience with rego.act and a Certificate IV in Training and Assessment is highly desirable.

**Note:** This is a temporary position available immediately until 30 June 2022 with the possibility of extension up to 12 months. The position is attached to a rotating roster of 8.30 am-5.30 pm Monday – Friday. 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 supporting statement of no more than two pages outlining experience and abilities against the Skills, Knowledge and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae.

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

Contact Officer: Hayley Eastman (02) 6207 0403 [hayley.eastman@act.gov.au](mailto:hayley.eastman@act.gov.au)

#### **Access Canberra**

#### **Various**

#### **Various Customer Service and General Administration Positions**

#### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 34158, several)**

Gazetted: 23 February 2022

Closing Date: 14 March 2022

Details: Applications are sought from suitably experienced and motivated individuals to fill permanent and temporary full-time and part-time Customer Service or General Administrative Service Officer vacancies across the several branches of Access Canberra.

Successful applicants will work collaboratively in a large team environment and be responsible for providing accurate, effective, and high-quality customer service through a range of channels, including electronic/digital,

telephone and/or face to face, to ensure optimal regulatory and service delivery outcomes and a positive customer experience.

Roles will vary from team to team and there are currently career opportunities in two exciting pathways:

#### Pathway 1 – Customer Service

Positions in this pathway will generally be located in the Access Canberra Service Centres, Contact Centre, Land Titles, Land Planning and Building and Complaints Management teams. However, positions may also be available in other areas of Access Canberra from time to time.

#### Pathway 2 - General Administration

Roles in this pathway will involve the administration of many pieces of legislation covering a range of industries within the ACT, including construction, environment protection, working with vulnerable people, fair trading, gaming, racing, births, deaths and marriages, liquor, dangerous substances, community, industry, and traders licencing, and transport and the making of decisions on a variety of applications on a daily basis. Some positions include the provision of general administrative support in areas such as finance, HR, training, and workplace safety to all of Access Canberra.

We welcome applications from people with experience in the community, public and private sectors. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application. Access Canberra is committed to ensuring all applicants are able to compete on an equal basis for our employment opportunities. *Reasonable Adjustment* refers to any administrative, environmental, or procedural modification that may provide an individual with a different way to provide evidence that they meet the requirements of a position equally and fairly.

If you have any requirements for *Reasonable Adjustments* to be made to the recruitment process to ensure that you have an equal and fair opportunity to be considered for selection, please contact the Contact Officer.

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:

All applicants may be asked to participate in an online jobs skills assessment.

Note: There are several temporary and permanent positions available immediately. The temporary positions are available for up to 12 months with the possibility of extension and/or permanency. Part-time hours will be considered, and the full-time salary noted above will be pro-rata.

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

How to Apply: If you think you are the right person to fill one of these roles, please submit:

An up-to-date curriculum vitae (CV).

A written response of **NO MORE than two pages** that demonstrates your suitability for these positions based on your Skills, Knowledge and Behaviour as they relate to the duties/requirements detailed in the Position Description.

#### NOTE:

You can apply for roles in Pathway 1 - Customer Service OR Pathway 2 – General Administration.

Please clearly identify which Pathway you are applying for.

If you wish to be considered for roles in both Pathways, please ensure you provide a separate written statement for each pathway ensuring you address the duties of the relevant Position Description.

Please let us know if you are:

interested and available to fill permanent vacancies only.

interested and available to fill temporary and permanent vacancies.

Please provide a short video (one to two minutes maximum) - this is an opportunity to sell yourself and demonstrate your communication skills. Your video should complement your written application and curriculum vitae.

*Note: Only one video is required even if you apply for roles in both Pathways. Please ensure you provide the video link in both applications.*

In your video you should:

Tell us who you are;

what attracted you to these roles in Access Canberra; and

using the S.T.A.R method (Situation, Task, Action, Result) - tell us about a change you made that resulted in an improved customer experience.

Additional Information for applicants



How to create and submit your video

Sign up to create an account with Dropbox or Google Drive.

Record a short video (up to 2 minutes) on your preferred device.

[Using Apple devices \(iPhones, iPad\) – how to guide](#)

[Using Android phones – how to guide](#)

Upload a video file in Dropbox or Google Drive.

How to upload video files

Dropbox - [How to upload and download files in Dropbox | Dropbox Help](#)

Google Drive - [Upload files and folders to Google Drive - Computer - Google Drive Help](#)

Copy the link to your video and send it with your application and CV

How to share and copy link to video files

Dropbox - [How to share files from your phone or tablet | Dropbox Help](#)

Google Drive - [Share folders in Google Drive - Android - Google Drive Help](#)

Helpful tips for making your video

Read the position description/s carefully - try not to waste time talking about anything that isn't relevant to the roles.

Plan before you film

Write down what you want to say

Don't recite your CV – work off a script but don't read it word for word

Think about what you will wear – make a good first impression

Practice, practice, practice

Film it - choose a well-lit setting and reduce background noise, use an appropriate background

Watch it yourself and get someone else to watch it too -re film or edit as necessary

Check the visual and audio quality of the final product and that you have saved in the correct format, and it is accessible

If you experience any difficulties in producing a video, please call the contact officer for advice.

Please refer to the Position Descriptions for role specific requirements.

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

Contact Officer: Linda Southwell (02) 6205 0060 [linda.southwell@act.gov.au](mailto:linda.southwell@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.

## **Communications and Engagement**

### **Strategic Communications, Research and Engagement**

#### **Director, Strategic Communications**

#### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 49078)**

Gazetted: 23 February 2022

Closing Date: 14 March 2022

**Details:** We are looking for a strategic problem solver with an ability to provide advice on the design, development and implementation of audience-led communications and engagement activities informed by research, insights and ongoing evaluation.

As a valued member of a progressive and inclusive Division, you'll have the opportunity to work on projects that have a directorate and whole of government focus, aligned to the government's priorities. We strive to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making.

To fill this role you'll be an communications professional who puts the audience or stakeholder at the centre of what you do. You will understand that evidence-based communications and engagement are the best kind, and you will have a proven track record in collaborating with your peers to produce positive communication outcomes. Experience leading a team is highly desirable.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk

**How to Apply:** Please submit a pitch of maximum two pages detailing your skills and experience as they apply to the attached Position Description, along with your curriculum vitae and the contact details of two referees.

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

Contact Officer: Nicole Mahar (02) 6205 9530 Nicole.Mahar@act.gov.au

## Communications and Engagement

### Strategic Communications, Research and Engagement

#### Senior Director, Strategic Communications and Engagement

#### Senior Officer Grade A \$155,107, Canberra (PN: 31351)

Gazetted: 23 February 2022

Closing Date: 14 March 2022

**Details:** We are looking for a strategic problem solver with an ability to provide expert advice on the design, development and implementation of audience-led communications and engagement activities informed by research, insights and ongoing evaluation.

As a key member of a progressive and inclusive Division, you'll have the opportunity to lead projects that have a directorate and whole of government focus, aligned to the government's priorities. We strive to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making.

To fill this role you'll be an experienced strategic communications and engagement professional who puts the audience or stakeholder at the centre of what you do. You will understand that evidence-based communications and engagement are the best kind, and you will have a proven track record in influencing, and working collaboratively with, internal and external stakeholders to produce positive outcomes. Experience leading a team is essential.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

**How to Apply:** Please submit a pitch of maximum two pages detailing your skills and experience as they apply to the attached Position Description, along with your curriculum vitae and the contact details of two referees.

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

Contact Officer: Nicole Mahar (02) 6205 9530 Nicole.Mahar@act.gov.au

## Access Canberra

### Government Business, Data and Strategy

#### Automatic Mutual Recognition and Strategy

#### Policy Officer

#### Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 49765, several)

Gazetted: 22 February 2022

Closing Date: 1 March 2022

**Details:** If you enjoy grappling with problems, developing solutions, and overcoming obstacles then the Policy Officer role within the Strategy team in Access Canberra is the place for you.

Working in a small team in a flexible, fun loving working environment you will have the opportunity to work with people from across the organisation to find solutions and develop approaches to some of the major challenges facing the agency over the next few years. You will need excellent interpersonal and written communication skills and highly developed coordination skills in terms of the running of working groups and committees. The team has a variety of major projects to achieve, such as the Automatic Mutual Recognition project, in addition to fast paced problem solving of issues as they arise. The work is varied, with opportunities to delve into policy implementation, system reform, change management and communications.

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:** These are temporary positions available as soon as possible for three months, with possibility of extension for 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 applications and references only.

**How to Apply:** If you are the kind of person who sees the beauty in the detail then send us a two page pitch outlining how you meet the selection criteria and are the best candidate to deliver the duties of the job. Include your curriculum vitae and the contact details for two referees.

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

Contact Officer: Penelope Foudoulis 02 5124 6153 [Penelope.Foudoulis@act.gov.au](mailto:Penelope.Foudoulis@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)**

**Executive Branch Manager, Infrastructure and Contracts  
Temporary Vacancy (multiple dates covering study leave)  
Community Services Directorate  
Housing ACT  
Position: E1062**

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

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 24 February 2022

An exciting backfill opportunity exists to lead the Executive functions of Infrastructure and Contracts, Housing ACT in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours. Housing ACT is committed to excellence and the highest ethical standards in dealing with clients and other stakeholders. The principles most highly valued by the organisation are problem solving, empathy, teamwork, professionalism, and leadership. Housing ACT provides public housing and rental assistance to clients and aims to be an innovative and effective social housing provider, responsive to the needs of its clients.

This role will work closely and collaborate with Executive Branch Manager Policy and Business Transformation and Executive Branch Manager Client Services to ensure asset and contract management are closely aligned to current and emerging client requirements. In addition to agency and broader government stakeholders, it is expected that the Executive Branch Manager will lead and demonstrate collaborative and influential relationships with local design, construction, and maintenance industries.

There are multiple periods of vacancy over 12-months due to Study Leave arrangements and backfilling requirements will average three days per-month. Dates can be given to interested applicants by contacting the Contact Officer.

To be successful in this role, you will have a proven record, as well as demonstrable skills, in management, community sector reform and development, business and project planning and management and effective leadership.

**To apply:** Interested applicants are requested to submit a one page pitch, a current curriculum vitae and contact details for two referees to Louise Gilding via email, [Louise.Gilding@act.gov.au](mailto:Louise.Gilding@act.gov.au) by COB Thursday 3 March 2022.

**Remuneration:** The position attracts a remuneration package ranging from \$257,573 - \$268,725 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$223,039.

**Contact Officer:** Louise Gilding (02) 6207 1514 [Louise.Gilding@act.gov.au](mailto:Louise.Gilding@act.gov.au)

### **Children, Youth and Families**

**Business Support**

**Executive Officer**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 02000)**

Gazetted: 22 February 2022

Closing Date: 4 March 2022

**Details:** Business Support is the central business unit for the Children, Youth and Families division and is the office responsible for providing support to the Executive Group Manager. The unit provides coordination and management of matters relating to Government and Assembly business and contributes to the development of whole of government strategic policy initiatives.

The unit takes the lead in the development and implementation of the Children, Youth and Families Strategic Plan, risk frameworks and business continuity plans, manages the Complaints and Client Services team which includes complaints and stakeholder liaison, and provides strategic business support to the branches within Children, Youth and Families. Business Support is a dynamic customer orientated team, focused on delivering strategic support and coordination.

The Executive Officer works as part of a team to deliver professional outcomes across Children, Youth and Families. The Executive Officer works closely with the Children, Youth and Families Executive team including the Executive Group Manager, Executive Group Manager (Deputy) and Executive Branch Managers. The Executive Officer performs secretariat functions, manages confidential documents, creates client and other briefs, facilitates project reporting, and analyses and reports financial and statistical information.

**Eligibility/Other Requirements:**

**Essential qualifications and experience:**

Proficiency with Microsoft Office products and database systems.

**Desirable qualifications and experience:**

Proven high level competencies in working with senior executives.

*Working With Vulnerable People (Background Checking) ACT 2011* registration.

**Notes:** This is a temporary position available immediately for a period of six months with the possibility of extension up to less than 12 months. Selection may be based on application and referee reports only. A Merit Pool may be established from this selection process and may be used to fill temporary and or permanent vacancies over the next 12 months. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please submit your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and details of two referees.

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

Contact Officer: Rebecca Everest (02) 6205 9225 Rebecca.Everest@act.gov.au

**Office of Director-General**

**Executive Support**

**Executive Assistant to the Director-General**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 53968)**

Gazetted: 21 February 2022

Closing Date: 28 February 2022

**Details:** The Executive Assistant to the Director-General, and other members of the Executive team, manages the smooth operation of the Executive Unit including scheduling, maintaining efficient and effective office systems and high quality customer service.

We are seeking an experienced Executive Assistant to support the CSD Director General and to work within the Executive Support Office to:

Develop, implement, and maintain processes that contribute to achieving organisational and operational goals, including monitoring the quality and timeliness of documents received by the Director-General's Office and ensuring records management processes are followed.

Manage e-mails, telephone enquiries and other correspondence and enquiries received by the Director-General's Office.

Process invoices and payments in a timely manner, and human resource tasks relating to the office.

Maintain high levels of confidentiality in handling queries and papers and deal sensitively with issues as they arise.

Undertake research and prepare written work such as e-mails, correspondence and other documents relating to the work of the Community Services Directorate.

Liaise with internal and external stakeholders on a range of issues, some of which may be complex, sensitive, and challenging.

Work collaboratively as part of the overall Executive support team.

Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety system.

**Notes:** This is a temporary position for up to 12 months with possibility of permanency.

**How to Apply:** Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

**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)

### **Child, Youth and Families**

#### **Child and Youth Protection Services**

##### **Therapeutic Assessor**

##### **Child and Youth Protection Professional Level 3 \$106,450 - \$117,147, Canberra (PN: 32248)**

Gazetted: 18 February 2022

Closing Date: 7 March 2022

**Details:** The Child and Youth Protection Professional Level 3(CYPP3) Therapeutic Assessor position is responsible for providing functional behaviour assessments, positive behaviour support plans, developmental and therapeutic assessments (and reviews) for children and young people in out of home care, expert case practice advice and leadership, support and development of case workers in the integration of theory and practice, and the promotion of a trauma informed organisation.

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

##### **Essential qualifications and experience:**

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least five years' experience in human services fields.  
Current driver's licence.

##### **Desirable qualifications and experience:**

High level of experience with Positive Behaviour Support Plans (development, monitoring and review), and in completing functional behaviour assessments.  
Proven experience in working with people with significant trauma and adversity histories, disability and/or mental illness

**Notes:** This is a temporary position available immediately for 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 capability-based selection 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: Julian Wong (02) 6205 2908 [Julian.Wong@act.gov.au](mailto:Julian.Wong@act.gov.au)

### **Inclusion and Participation**

#### **Office for Disability**

##### **Director Office for Disability**

##### **Senior Officer Grade C/Senior Officer Grade B \$113,397 - \$150,347, Canberra (PN: 55795)**

Gazetted: 17 February 2022

Closing Date: 14 March 2022

**Details:** Seeking committed and skilled applicants to support the co-design and development of long term strategy to enhance the inclusion of people with a disability in the ACT. People with disability and lived experience of disability are strongly encouraged to apply!

The Community Services Directorate (CSD) is seeking applications from highly experienced and knowledgeable individuals to fill a position as either a Director or Assistant Director within the Office for Disability.

The successful applicant will be responsible for progressing and implementing a co-designed community consultation process and the development of a 10-year ACT Disability Strategy. The successful applicant will have strong community and sector engagement skills and proven ability to plan and deliver inclusive projects and activities. To be successful, you are required to demonstrate excellent interpersonal, communication and writing 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.

**Notes:** This is a temporary position available immediately for 12 months with the possibility of extension up to six months. This position will be filled at either the SOGC or SOGB level, dependent on the skills and experience of the

successful applicant. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position may be performed in a range of settings including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to Apply:** Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the capability-based selection 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: Amanda Charles (02) 6207 5323 Amanda.Charles@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)**

### **Service Design and Delivery**

#### **Student Engagement**

#### **Hearing and Vision Team**

#### **Hearing and Vision Learning Support Assistant**

**School Assistant 2/3 \$50,861 - \$62,020, Canberra (PN: 09219, several)**

Gazetted: 22 February 2022

Closing Date: 10 March 2022

**Details:** The Hearing and Vision Team are looking for a Learning Support Assistant (LSA) who has experience working with people with low vision or who are blind OR with children who are hard of hearing or Deaf. These LSA's will have great communication, interpersonal and liaison skills along with the ability to communicate effectively with staff and students. You will enjoy supporting and working with students and will have high level organisational skills.

We are looking for individuals you love a team environment but are also capable of using their own initiative and working independently when required.

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:**

##### **Highly Desirable**

Experience working with people with low vision or who are blind OR with children who are hard of hearing or Deaf.

Demonstrated proficiency and/or qualification/s in Auslan

Demonstrated proficiency or qualification in Braille

First Aid Certificate or a willingness to undertake appropriate training.

Willingness to undertake HAAS program training in relation to health care procedures/tasks

Certificate III or equivalent eg Disability, Early Childhood Education, Education Support, School Support Services

**Notes:** This is a temporary position available immediate for a period of 12 months with the possibility of permanency. Persons who are hard of hearing or Deaf, OR who have low vision or who are Blind are encouraged to apply. This position will be filled at either the SA2 or SA3 level, dependant on the skills and experience of the successful applicant. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

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

Contact Officer: Matthew Lanyon 0468 568 392 Matthew.Lanyon@ed.act.edu.au

### **Business Services**

#### **Tuggeranong Network**

#### **Namadgi School**



**Assistant Director, Governance, Policy and Procedures****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 26550)**

Gazetted: 23 February 2022

Closing Date: 28 February 2022

**Details:** The Assistant Director, Governance, Policy and Procedures is a senior officer in the Governance, Policy and Procedures team. The team is responsible for providing appropriate advice and effective responses on school board governance matters, Directorate policy development and management, Education Act delegations and delegations generally, and a range of agreements and Memoranda of Understanding that fall outside the remit of Strategic Procurement. The team also provides secretariat support to a number of executive governance committees.

The main focus of this role will be provision of advice and support on the Directorate's policy framework, including maintenance of the policy register. There will also be opportunities to extend your knowledge and experience in other areas of the Governance, Policy and Procedures team's work.

Our ideal candidate will be self-motivated, have an ability to provide sound advice on policy and procedures, interpret legislation, and effectively communicate with staff at all levels across the organisation. General capability in ICT, data management and use of TRIM is also important.

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 from 17 March 2022 until 31 August 2022. This position is available to ACT Government officers and employees only. Selection may be on application only.

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.

**How to apply:** If you are interested in applying for this position, please email your application directly to the Contact Officer by the closing date.

Please include a supporting statement of no more than one page outlining experience and/or ability in the below areas, a current curriculum vitae and the names of two referees.

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

Contact Officer: Kirsten HurfordClark (02) 6207 3230 [kirsten.hurfordclark@act.gov.au](mailto:kirsten.hurfordclark@act.gov.au)

**Service Design and Delivery****Digital Strategy, Services and Transformation****Digital Strategy, Services and Transformation****IT Asset Manager, Business Systems - Teaching and Learning****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 44266)**

Gazetted: 22 February 2022

Closing Date: 10 March 2022

**Details:** Our ideal candidate has experience in ICT Asset management and strong ITIL service delivery skills. They will be a trusted partner in representing the internal customer's digital and technology needs within the Directorate. You are amazing at prioritising your time, able to think outside the box and have a demonstrated knowledge and understanding of the IT Asset lifecycle.

You will have strong organisation skills, with an ability to quickly understand and resolve complex management and operational issues in a service delivery capacity. Ideally you will be familiar with ICT Asset Management in an education setting and have the ability to develop and promote Asset Management policies and procedures. You will demonstrate initiative in making a positive impact on the business and its long-term ICT Asset needs. Through efficiency and communication, you will develop a better understanding of your user's needs and championing the

Directorate's commitments to continuous improvement. Your problem-solving and customer service skills should be some of your core professional strengths.

A proven ability to collaborate productively with internal teams, as well as develop and maintain professional relationships across the sector, is essential, as is the ability to communicate with influence. Extensive knowledge of information technology and information management as it relates to the education sector will be highly regarded. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

Possession of a current driver's licence and access to a private vehicle.

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

**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.

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.

**How to Apply:** Please submit a response to the Selection Criteria (maximum four pages) outlining their skills and experience relevant to the role along with a current curriculum vitae.

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

Contact Officer: Michael de Raadt (02) 6207 5790 Michael.DeRaadt@act.gov.au

**Office for Schools**

**Tuggeranong Network**

**Namadgi School**

**Executive Teacher - Preschool/Kindergarten**

**School Leader C \$130,338, Canberra (PN: 20328)**

Gazetted: 23 February 2022

Closing Date: 9 March 2022

Details:

Job Description:

Work, as a member of the executive team to lead a Professional Learning Community towards the achievement of school and system goals

Collaboratively lead Positive Behaviours for Learning, including Social Emotional Learning in the school

Lead a collaborative teaching team to use data to plan effective teaching and learning programs that meet the needs of all students

Support the implementation of quality literacy programs across the primary school K-2 and the ability to coach and mentor staff with a focus on Early Years Literacy initiatives

Teach an appropriate load and undertake teaching tasks and other duties as determined by the Principal

Eligibility/Other requirements:

Mandatory:

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).

Note: This is a temporary position available from 7 February 2022 until 15 July 2022. 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.

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.

How to apply: Applicants need to submit an Expression of Interest comprising a current curriculum vitae, supporting statement (up to two pages) and cover sheet with two referees. The supporting statement should address the capabilities listed below and be written with a focus on the job description specified for the position. Leading teaching and learning.

Leading improvement, innovation, and change.

Leading the management of the school.

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

Contact Officer: Liz Baker-Matterson (02) 6142 0900 [liz.baker-matterson@ed.act.edu.au](mailto:liz.baker-matterson@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**

### **Infrastructure and Capital Works**

#### **Assistant Director, Asset Management Systems**

##### **Infrastructure Officer 3 \$113,659 - \$124,766, Canberra (PN: 51251)**

Gazetted: 21 February 2022

Closing Date: 7 March 2022

**Details:** The Assistant Director, Asset Management Systems is responsible for supporting the Directorate's needs and utilisation of the Asset Management Software System (AMSS). This broadly includes:

Ensuring information related to school assets is valid and up to date

Identifying, developing and managing policies, procedures, guidelines, etc. required to support the Directorate's operations and stakeholders in meeting Strategic Asset Management requirements

Undertaking liaison with internal and external stakeholders (including schools) in developing the ongoing needs and development of the AMSS in supporting the Strategic Asset Management obligations and goals of the Directorate

Manage a small support team in achieving outcomes for the AMSS.

More definition of the role requirements is contained in the specific Duty Statement and Selection Criteria documentation. This position is offered as a full-time ongoing position, subject to ACT Government Employment Guidelines.

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

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

**Mandatory:**

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

**Highly Desirable:**

Possession of a 'white card', Asbestos Awareness Training certificate and Working with Vulnerable Persons Card or willingness to complete the required training.

A current drivers licence.

**Notes:** 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.

**How to Apply:** Applicants should address the numbered Selection Criteria and limit responses to 250-300 words (max) per criteria, and attach a curriculum vitae and the contact details of two referees.

Please note the following:

If interviews are required, they may be conducted via Video or Teleconference; or

Selection may be based on application and referee reports only.

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

Contact Officer: Wayne Vincent (02) 6207 2877 Wayne.Vincent@act.gov.au

## Business Services

### Governance

#### Governance, Policy and Procedures

#### Assistant Director, Governance, Policy and Procedures (EGC Secretariat)

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 39427)**

Gazetted: 18 February 2022

Closing Date: 28 February 2022

**Details:** The Assistant Director, Governance, Policy and Procedures (EGC Secretariat) is a senior officer in the Governance, Policy and Procedures team. The team is responsible for providing appropriate advice and effective responses on school board governance matters, Directorate policy development and management, Education Act delegations and delegations generally, and a range of agreements and Memoranda of Understanding that fall outside the remit of Strategic Procurement. The team also provides secretariat support to a number of executive governance committees.

The main focus of this role will be provision of Executive Governance support, including fulfilling the secretariat role for the Executive Governance Committee (EGC) and coordination of regular branch reporting to the EGC. There will also be opportunities to extend your knowledge and experience in other areas of the Governance, Policy and Procedures team's work.

It includes managing relationships with key stakeholders and business areas across the Directorate to ensure high quality reports and timely updates are provided to the Education Governance Committee; maintaining a central record keeping and tracking systems of papers and actions items arising from meetings; providing high quality secretariat support to the chair and members, including timely preparation, collation, clearance and circulation of meeting papers; assisting the Executive Branch Manager, Governance in regular reporting on branch activities by coordinating branch reports using data visualisation and reporting tools; and working collaboratively within a small team.

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

**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.

**How to apply: Please include:** A supporting statement of no more than one page outlining experience and/or ability in the below areas, a current curriculum vitae/resume and name of two referees. Selection may be on application only.

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

Contact Officer: Kirsten HurfordClark (02) 6207 3230 [kirsten.hurfordclark@act.gov.au](mailto:kirsten.hurfordclark@act.gov.au)

## Service Design and Delivery

### Student Engagement

### Allied Health Service

### Occupational Therapist

**Health Professional Level 2/3 \$69,738 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 36992, several)**

Gazetted: 18 February 2022

Closing Date: 9 March 2022

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

### Eligibility/Other Requirements:

#### Essential Requirements:

Tertiary qualifications in Occupational Therapy.

Current professional registration: Occupational Therapist registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with the relevant Workplace Health and Safety standards.

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

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

**Notes:** This is a temporary position available immediately for a period of 12 months with the possibility of permanency. Part-time hours will be considered, and the full-time salary noted above will be pro-rata. 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.

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.

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

Current curriculum vitae

Individual response to the Selection Criteria (maximum of four pages)

Contact details for two referees

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

Contact Officer: Jacqui Etherington 0466 468 041 Jacqui.Etherington@ed.act.edu.au

### Service Design and Delivery

#### Student Engagement

#### Allied Health Service

#### Allied Health Assistant - Occupational Therapy and Physiotherapy

**Allied Health Assistant 3 \$68,984 - \$72,369 (up to \$76,559 depending on qualification level), Canberra (PN: 53608)**

Gazetted: 18 February 2022

Closing Date: 9 March 2022

**Details:** The individual in this position will primarily provide assistance to the Occupational Therapists and Physiotherapists but also to the Speech Language Pathologists in Education. The position is based in an inter-professional team of specialist teachers, psychologists, social workers, allied health professionals and allied health assistants. The individuals in this position work with students who have, or are at risk of, developmental delays, and students with disabilities who need additional support to access the school curriculum. This will involve the implementation of individual and/or group intervention programs for students and may include the use of specialised equipment and resource preparation. The successful candidate will work under the supervision and direction of health professionals. Staff at this level may be required to provide professional supervision to Allied Health Assistants Level one and two and Allied Health Assistant students.

**Eligibility/Other requirements:** Allied Health Assistant Certificate IV or equivalent qualification and relevant experience. Capacity to provide lifting and handling required in clinical intervention and the trial of equipment if necessary. Current driver's licence and access to a private vehicle is essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to:

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

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.

**How to apply:** Please provide a current curriculum vitae, a response to the Selection Criteria (maximum four pages) and contact details for two referees.

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

Contact Officer: Jacqui Etherington 0466 468 041 jacqui.etherington@ed.act.edu.au

### Service Design and Delivery

#### Student Engagement

#### Occupational Violence and Complex Case Management

#### Clinical Complex Case Manager

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 46353, several)**

Gazetted: 18 February 2022

Closing Date: 4 March 2022



**Details:** Clinical Complex Case Managers are responsible for providing strategic and behavioural/therapeutic advice through consultation and training on Work Health and Safety matters. In particular, relating to occupational violence and students with complex needs and behaviours. Ideally, we are looking for someone who has experience in developing plans to support schools and students with complex needs and behaviours.

**Eligibility/Other requirements:**

Tertiary qualifications in Occupational Therapy, Speech-Language Pathology, Psychology, Social Work or Behavioural Analysis. (required)

Current registration/or ability to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on registration visit

[www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](http://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804) (required)

Current drivers' licence. (required)

Registration or eligibility to be registered with relevant professional body.

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

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.

**How to apply:** Please provide a current curriculum vitae, response to the Selection Criteria (maximum four pages) and details for two referees.

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

Contact Officer: Rebecca Smith (02) 6205 0680 [rebecca.smith@act.gov.au](mailto:rebecca.smith@act.gov.au)

## School Improvement

### North/Gungahlin Network

#### Palmerston District Primary School

#### School Leader C (SLC) - ICT/Innovation

#### School Leader C \$130,338, Canberra (PN: 32592)

Gazetted: 17 February 2022

Closing Date: 24 February 2022

**Details:** Palmerston District Primary School is a P-6 school, the first public school in Gungahlin. Our community connections with families and external agencies are very important as we strive to meet the needs of every child to experience a dynamic, innovative learning program.

Feeling safe and a strong sense of belonging is important for all staff and students at our school. We are expanding our Leadership team due to an increased student population. We highly value diversity through inclusive practices and delight in watching our students become independent, confident and curious learners.

**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).

**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.

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

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

Contact Officer: Kate Smith (02) 6142 1440 [kate.smith@ed.act.edu.au](mailto:kate.smith@ed.act.edu.au)

**Service Design and Delivery****Student Engagement****Hearing and Vision Team****Vision Support Itinerant Teacher****Classroom Teacher \$75,443 - \$112,930, Canberra (PN: 35210)**

Gazetted: 23 February 2022

Closing Date: 9 March 2022

**Details:** Are you passionate about creating inclusive school environments where students with disability can access and participate in education on the same basis as other students? Do you enjoy and are you good at coaching and mentoring to build the capability of other teachers? If so, then the role of **Vision Support Itinerant Teacher** may be for you.

Our ideal candidate will have excellent interpersonal, communication and relationship building skills, with the ability to work with schools to develop an effective school-wide support model that addresses universal, selected and targeted interventions. You will work closely with classroom teachers and learning support assistants to design and plan strategies, interventions and make reasonable adjustments to the learning program and/or learning environment for students who have low vision or who are blind to enable them to access learning. You will be an innovative and high performing teacher who enjoys providing selected and targeted, in class support to students who have low vision or are blind. As an excellent team player, you will be able to work collaboratively as part of an interprofessional team to assess, hypothesise and implement evidence-based interventions.

**Eligibility/Other Requirement:****Mandatory:**

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).

A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

**Highly Desirable:**

Postgraduate qualifications e.g. Master of Disability Studies (Vision Impairment); and/or experience in the field is highly desirable.

**Notes:** This is a temporary position available immediately for a period of 6 months with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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.

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.

**How to Apply:** Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers. Your **two-page statement** does not need to address each individual standard above, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

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

Contact Officer: Matthew Lanyon (02) 6142 1885 Matthew.Lanyon@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.

### North Gungahlin

#### Campbell High School

#### SLC Mathematics/SENTRAL/Assessment Reporting

#### School Leader C \$130,338, Canberra (PN: 06290)

Gazetted: 17 February 2022

Closing Date: 24 February 2022

**Details:** Campbell High School is looking for an enthusiastic and motivated school leader to join the executive team. The successful applicant will be responsible for leading the Mathematics faculty as well as school wide processes for SENTRAL and Assessment and Reporting.

**How to apply:** An application provides information to the selection committee about your knowledge, capabilities, skills, experience and potential and typically comprises a curriculum vitae (CV), statement of claims based on the capabilities and details of referees.

#### **Suggested approach:**

Read the position information, consult school/section website and speak with contact officer.

Demonstrate and project, through your curriculum vitae and statement of claims, how your professional expertise and background connect to the requirements of the capabilities.

Focus on relevant outcomes rather than merely describing the duties of previous positions or providing details not related to this level of leadership.

Be clear and concise.

Use a font and size that assists readability (such as Calibri or Arial font at 11 or 12 point).

#### **Curriculum vitae:**

The CV is your introduction to the selection committee and includes personal details, professional experience and qualifications. It may also contain a list of publications, presentations, achievements (eg. awards), professional association committees and affiliations or community interests relevant to the capabilities. The format may be chronological and/or functional. Usually, a chronological CV starts with your most recent experience. A functional CV concentrates on what has been achieved, rather than the positions held.

#### **Statement of claims based on the capability framework:**

The statement of claims is integral to the application. The capabilities are supported by descriptors. Craft 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 advertised role. Length of statement is approximately one page for temporary (up to a semester) selection processes and two pages for transfer processes.

#### **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 be in general terms relating to the capabilities, or a specific aspect for which clarification would assist the decision. *Consistent with the ACT Public Service Recruitment Guidelines, contact with referees other than those listed should only occur with applicant permission.*

#### **The selection interview:**

The selection committee will assess applications, shortlist, call for interviews and contact referees. You can expect questions about how you have handled situations and tasks involving similar capabilities to those of the position, the results achieved and your reflections of your approach and its outcomes. Try to engage with all members of the panel. Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

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

Contact Officer: Caitlin Horan (02) 6142 3166 caitlin.horan@ed.act.edu.au

### Service Design and Delivery

#### Digital Strategy, Services and Transformation

#### Applications and Transformation

#### Director - Business, Teaching and Learning Systems

#### Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 42892)

Gazetted: 21 February 2022

Closing Date: 28 February 2022

**Details:** We are seeking an experienced ICT professional to lead and direct a team of approximately eight staff. Our ideal candidate has experience in the management of Education business applications and will be a trusted partner in representing the internal customer's digital and technology needs within the Directorate. You are amazing at prioritising your time, able to think outside the box and have extensive experience in the management of third-party vendors.

You will be confident in a digital transformation space and ideally familiar with education settings to make a positive impact on the business through the reduction of costs arising from service issues, increased efficiency, and improved communication, developing a better understanding of users' needs and championing Directorate commitments to continual improvement.

Our ideal candidate takes ownership of issues and will demonstrate the ability to have an overall business perspective on issues, events, activities and an understanding of their wider implications and long-term impact in the education sector. You have high level leadership and financial, staff and project management skills, and a proven ability to provide strategic advice on information management, business applications, information and communication technology and online delivery utilising ITIL fundamentals and Prince2 methodology.

Extensive knowledge of information technology and information management as it relates to the education, government and community sectors will be highly regarded, and is the ability to communicate clearly and with influence, negotiate persuasively and represent the Directorate's best interest.

You have demonstrated the capacity and experience to consistently provide leadership in and foster staff commitment to excellent customer service principles, practices, and attributes. Lastly, you have a great sense of humour, can 'wear multiple hats' and juggle priorities, are resilient and tactful, passionate about what you do and committed to making a difference!

**Eligibility/Other Requirements:**

Possession of a current driver's licence and access to a private vehicle

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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)

Extensive experience in managing ICT and business applications in an education setting will be highly regarded

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

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.

**How to Apply:** Please submit a response to the Selection Criteria (maximum four pages) outlining your skills and experience relevant to the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael de Raadt (02) 6207 5790 [michael.deraadt@act.gov.au](mailto:michael.deraadt@act.gov.au)

**Environment, Planning and Sustainable Development**

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

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

**Environment, Heritage and Water****Conservation Research****Maps and Data****Spatial Analyst/Spatial Ecologist****Professional Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 15244)**

Gazetted: 23 February 2022

Closing Date: 18 March 2022

**Details:** The Conservation Research (CR) branch is looking for a suitably skilled and passionate spatial analyst or spatial ecologist to join their Maps and Data team. CR is a small and highly collaborative scientific team within the Environment, Heritage and Water Division. In order to underpin and promote evidence-based management, policy and decision-making, we undertake a range of research and monitoring programs primarily focused on ACT biodiversity, threats, and conservation/management interventions; provide expert advice into a wide range of Government approval, licensing, operational and planning processes; advise on and implement threatened species and ecological community recovery plans; and carry out fisheries management. The Maps and Data team is a small specialist technical unit within CR that provides GIS and data management support to our terrestrial and aquatic ecosystem research and monitoring programs. The suitable applicant will be a good problem solver, have high attention to detail, sound interpersonal skills and is passionate about the environment and spatial analytics, as well as data visualisation and management.

**Eligibility/Other Requirements:** Your suitability for any of these positions will be assessed based on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities and any other Eligibility/Other requirements listed in the Position Description. Please note, to be eligible for the position, you must have qualifications in spatial ecology, ecology or environmental science, geographical information systems (GIS) or cognate discipline.

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

**How to Apply:** Please submit a written application addressing each Selection Criteria, limiting all responses to four total pages. Please also include a current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Jennifer Smits (02) 6207 0573 [Jennifer.Smits@act.gov.au](mailto:Jennifer.Smits@act.gov.au)

**Development and Implementation****Implementation Coordination****Director, Implementation Coordination****Infrastructure Officer 4 \$134,705 - \$153,043, Canberra (PN: 35453)**

Gazetted: 22 February 2022

Closing Date: 8 March 2022

Do you have a passion for cities and sustainable urban renewal, and want to play a role in how our city is shaped into the future?

The Development and Implementation Division of the Environment, Planning and Sustainable Development Directorate is seeking applications for an Infrastructure Officer/Director to join our team of highly skilled and dedicated team of planners, designers, Engineers and policy experts.

The Director position is a temporary position up to 30 June 2024 and will contribute to the planning and delivery for significant urban renewal and revitalisation projects across the ACT. We are looking for someone who is enthusiastic, flexible and knowledgeable about planning and urban renewal.

Applicants should have demonstrated project management skills in relation to planning and land development issues. In addition, experience in government procurement and qualifications in project management, planning, architecture, economics or landscape architecture would be highly valued.

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:**

Pre-requisite Qualifications and/or Experience Positions classified as an Infrastructure Officer require the occupant to:

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

OR

Hold a relevant Building degree

OR

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

Notes: This is a temporary position available up 30 June 2024 with the possibility of extension and/or permanency.

Selection may be based on application and referee reports only.

How to Apply: Applicants should provide their curriculum vitae, including contact details of two referees, and a two-paged pitch addressing the Selection Criteria as detailed in the position description – covering Skills, Knowledge and Behaviour.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ben Riches (02) 6207 1836 Ben.Riches@act.gov.au

**Environment**

**Resilient Landscapes**

**Biosecurity and Rural Services**

**Invasive Animals and Over-abundant Wildlife Manager**

**Senior Professional Officer Grade C \$113,397 - \$122,062, Canberra (PN: 17376)**

Gazetted: 22 February 2022

Closing Date: 1 March 2022

**Details:** Biosecurity and Rural Services provides technical expertise and coordinates programs across the Directorate on biosecurity, rural land management and livestock production, invasive species and kangaroo population management.

We are seeking an individual to manage the Invasive animals and overabundant native wildlife team to deliver agreed outcomes on time and within budget. This will include:

Providing oversight and strategic direction of invasive animal management on Parks and Conservation managed land and other ACT Land Tenures in the Act;

Oversight of the use of restricted vertebrate pesticides across the ACT in accordance with relevant legislation;

Managing the implementation of the Invasive animal and overabundant native wildlife (principally kangaroos) population management programs across ACT Nature Reserves and on ACT Rural lands consistent with relevant Management Plans.

**Edibility/Other Requirements:**

Relevant tertiary qualifications in Natural Resource Management, Environmental Science or equivalent.

Experience in managing or having a leading role in developing and overseeing invasive animal and or over abundant native wildlife programs.

Understanding of Incident Control Systems (ICS) and experience in the control of an Incident Management Team desirable.

Be prepared to work after hours on an “as needs basis” at various sites, sometimes for extended periods including on weekends, public holidays and evenings.

Be prepared to wear a uniform;

Possess a manual drivers’ licence; and

This position is a Designated Fire Position

**Notes:** This is a temporary position until September 2022, but may have the possibility of extension up to 12 months. The successful applicant may be selected by application only.

**How to Apply:** Please address the Selection Criteria in the attached Position Description, limiting responses to a maximum of 350 words per criteria.

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

Contact Officer: Warren Schofield (02) 6207 8480 Warren.Schofield@act.gov.au



**Environment****Resilient Landscapes****Biosecurity and Rural Services****Biosecurity Plants Team Leader****Technical Officer Level 4 \$90,099 - \$103,117, Canberra (PN: 53955)**

Gazetted: 22 February 2022

Closing Date: 1 March 2022

Biosecurity and Rural Services is a section within the Resilient Landscapes branch that provides technical expertise and coordinates programs across government on biosecurity, rural land management and livestock production, invasive species and over-abundant native species population management. The unit is the area responsible for biosecurity response for new biosecurity pest incursions within the ACT. It also supports the development of community, industry and research partnerships.

As part of a four-year Parliamentary Agreement we have established an Invasive Species rapid response team to enable strategic treatment of priority invasive species at key ecological hotspots.

We are seeking a motivated individual to supervise the Invasive Plant Biosecurity staff to deliver agreed outcomes on time and within budget.

Notes: This is a temporary position available from 21 February 2022 to 30 June 2025 with the possibility of permanency. This is a fire designated position. The successful applicant may be selected by application only.

How to Apply: Please address the criteria, keeping responses to 350 words per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Warren Schofield (02) 6207 8480 Warren.Schofield@act.gov.au

**Planning and Urban Policy****Strategic Planning and Reform****Assistant Director****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 05429)**

Gazetted: 21 February 2022

Closing Date: 9 March 2022

**Details:** The Strategic Planning and Reform team is seeking a motivated and enthusiastic individual for the role of Assistant Director to work in a dynamic multi-disciplinary team undertaking strategic planning projects and policy work, responding to Canberra as a rapidly evolving city in a changing climate. Our work focuses on the implementation of the ACT Planning Strategy through a wide range of urban planning and land strategy policy and projects, to guide Canberra's future growth as a compact, diverse, liveable, sustainable and accessible city. To be successful in this role, you will possess an excellent understanding of urban planning policy and land use strategy in an ACT context. You will regularly apply your strong strategic thinking and policy development knowledge to support the progression of innovative and contemporary land planning policies, programs and projects consistent with Government policy and investment priorities. As the Strategic Planning and Reform team sits within the broader Planning and Urban Policy Division, this position may also be required to participate in the work of other teams in the Division as required.

**Eligibility/Other Requirements:** Tertiary qualifications and experience in strategic land use planning, urban and regional planning and policy, social planning, urban economics or other relevant professional area are highly desirable.

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

**How to Apply:** Applicants must submit a written response to the Selection Criteria of no more than 350 words per criterion outlining your ability to perform the advertised role (Skills, Knowledge, Behaviour and related experience). This must be accompanied by a current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), qualifications and two referees including their contact details.

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

Contact Officer: Steven Gianakis (02) 6207 1741 Steven.Gianakis@act.gov.au

**Planning and Urban Policy****Assistant Director****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 36282)**

Gazetted: 21 February 2022

Closing Date: 9 March 2022

**Details:** The Strategic Planning and Reform team is seeking a motivated and enthusiastic individual for the role of Assistant Director to work in a dynamic multi-disciplinary team undertaking strategic planning projects and policy work, responding to Canberra as a rapidly evolving city in a changing climate. Our work focuses on the implementation of the ACT Planning Strategy through a wide range of urban planning and land strategy policy and projects, to guide Canberra's future growth as a compact, diverse, liveable, sustainable and accessible city. To be successful in this role, you will possess an excellent understanding of urban planning policy and land use strategy in an ACT context. You will regularly apply your strong strategic thinking and policy development knowledge to support the progression of innovative and contemporary land planning policies, programs and projects consistent with Government policy and investment priorities. As the Strategic Planning and Reform team sits within the broader Planning and Urban Policy Division, this position may also be required to participate in the work of other teams in the Division as required.

**Eligibility/Other Requirements:** Tertiary qualifications and experience in strategic land use planning, urban and regional planning and policy, social planning, urban economics or other relevant professional area are highly desirable.

**How to Apply:** Applicants must submit a written response to the Selection Criteria of no more than 350 words per criterion outlining your ability to perform the advertised role (Skills, Knowledge, Behaviour and related experience). This must be accompanied by a current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), qualifications and two referees including their contact details.

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

Contact Officer: Steven Gianakis (02) 6207 1741 [Steven.Gianakis@act.gov.au](mailto:Steven.Gianakis@act.gov.au)

## Environment

### ACT Parks and Conservation Service

#### Environmental Offsets

#### Conservation Planner - Environmental Offsets (Planning, Monitoring and Research)

#### Technical Officer Level 4 \$90,099 - \$103,117, Canberra (PN: 38208)

Gazetted: 21 February 2022

Closing Date: 10 March 2022

The Environmental Offsets team are looking for a committed and experienced Conservation Planner with a high level of proficiency and knowledge of land management planning for threatened species and endangered ecological communities. Under the supervision of the Environmental Offsets Assistant Director, the Conservation Planner (Environmental Offsets) will oversee the environmental offset planning process and delivery of offset management plans for Environmental Offset Reserves.

Duties include:

Manage a team of highly skilled spatial and restoration planners to plan and deliver environmental offset management plans for new and established environmental offset reserves.

Implement the Adaptive Management Cycle in the planning process to support land management and evidence-based decision-making to deliver environmental offset approval conditions and Environment Division strategic priorities.

Support the delivery of project planning associated with offset management.

Support PCS staff, including the environmental offset rangers, by providing information on offset commitments, including restoration targets, and advising on ACT and Commonwealth Environmental Offset policy.

Liaise with Government agencies and other stakeholders in the environmental offsets planning and approvals processes, including providing advice on matters relevant to environmental offset sites.

Procure the services of contractors and/or engage casual staff to assist with planning associated with offset management, including undertaking contract management.

Liaise with and maintain positive relationships with key internal and external stakeholders to facilitate timely completion of land management and planning milestones and deliverables.

Support and implement programs associated with workplace diversity, industrial democracy, occupational health and safety, and staff development.

Represent PCS and maintain positive relationships with key external bodies, including ACT government agencies, stakeholders, community organisations, commercial enterprises, and interstate counterparts.

Undertake incident management duties, including participation in fire standby, fire suppression and fire training.

Eligibility/other requirements:

Mandatory:

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).

A current manual driver's licence

Bachelor-level university degree in a field of Environmental Management or Biological Science.

Desirable:

Willingness to undertake incident management duties, including participation in fire standby, fire suppression and fire training.

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

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria including a statement against each mandatory/desired requirement and qualification, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Ikin 0402 248 281 Karen.Ikin@act.gov.au

### **Justice and Community Safety**

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

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

#### **ACT Corrective Services**

##### **Corporate Services**

##### **People and Culture**

##### **Rostering Team Leader**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 52328)**

Gazetted: 22 February 2022

Closing Date: 8 March 2022

**Details:** ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Rostering Team Leader (SOGC), within Corporate Services. This is a temporary vacancy, available until December.

The Rostering Team Leader will manage a small team responsible for the end-to-end scheduling process for ACTCS and assist in the maintenance of the Kronos Time and Attendance system for ACTCS. You will also work closely with a Rosters team, providing oversight of the day-to-day operational activities of the team.

In addition, you will be responsible for taking the lead in the Roster Review currently underway, and in the development of all policies and procedures required. You will also identify opportunities for process improvements and find solutions that meet business needs.

Further to this, you will facilitate communication and collaboration with the Agency, to ensure operational business needs and issues are communicated proactively.

To be successful in this role, you will be able to demonstrate knowledge of correctional facilities or equivalent operational environments and the ability to design, maintain and manage rosters in that capacity. You will also possess exceptional interpersonal, organisational and communication skills necessary to build rapport with a diverse 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.

#### **Eligibility/Other requirements:**

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

This position requires a pre-employment medical.

**Note:** This is a temporary position available immediately until December 2022.

**How to apply:** Applicants are required to submit two items:

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

A current curriculum vitae including 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: Liza Briggs (02) 6205 3190 liza.briggs@act.gov.au

## **Corporate**

### **Governance and Business Improvement**

#### **Delegations and Ministerial Support Officer**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 37930)**

Gazetted: 22 February 2022

Closing Date: 1 March 2022

The Delegations and Ministerial Support Officer provides strategic, operational and administrative support to establish and maintain Director-General and ministerial delegations. The Delegations and Ministerial Support Officer is required to exercise a considerable degree of independence, engage in continual problem solving, complex and sensitive issues management and consistently exercise sound judgment.

The Delegations and Ministerial Support Officer will undertake Cabinet and ministerial processes, liaising with various senior stakeholders across the ACT Government, whilst maintaining a high level of confidentiality and discretion.

The Delegations and Ministerial Support Officer provides support on an as-needs basis as a Justice and Community Safety (JACS) Directorate Liaison Officer and will also work with the Ministerial Liaison Officer to ensure the delivery of quality materials (e.g. briefing and correspondence) and services to portfolio Ministers, the Directorate Executive and Directorate Business Units.

Eligibility/Other Requirements:

1. An understanding of Cabinet, ministerial, ACT Legislative Assembly and machinery-of-government processes would be an advantage.
2. Legal and Project Management qualifications are desirable.
3. An ability to manage sensitive and classified information in accordance with the Protective Security Policy Framework (PSPF).

Notes: This is a temporary position available from 14 March 2022 to 27 August 2022 with the possibility of extension up to 12 months and/or permanency. 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 curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate. Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Bartram (02) 6207 6791 Chris.Bartram@act.gov.au

## **ACT Human Rights Commission**

### **Victims of Crime Commissioner**

#### **Victim Support ACT**

##### **Senior Case Coordinator**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 55801, several)**

Gazetted: 17 February 2022

Closing Date: 10 March 2022

Victim Support ACT at the Human Rights Commission is seeking a highly motivated Senior 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.

Senior Case Coordinators work in a fast-paced environment with multidisciplinary team members to deliver high quality, responsive services to clients.

Duties of a Senior Case Coordinator include:

Determining the eligibility for clients in accordance with the Regulation and National Redress Scheme.

Providing timely, accessible, individualised, trauma-informed case coordination to victims of crime, including the provision of information, referrals, and advocacy in relation to their engagement with the justice system.

Coordinating and managing volunteers to support clients when they report to police, meet with prosecutors, attend court, prepare victim impact statements, and apply for financial assistance.

Providing support to the Client Services team leader, including supervision and management of less experienced team members.

**Eligibility/Other requirements:** Qualifications in Social Work, Psychology, Human Services Delivery or related disciplines is highly desirable.

**Notes:** There are several permanent positions available immediately. 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:** 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 submit your pitch, along with your curriculum vitae and the contact details of at least two referees.

Contact Officer: Margo Lilley (02) 6207 0686 Margo.Lilley@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)**

#### **Light Rail**

##### **Engineering Project Manager**

**Infrastructure Officer 4 \$134,705 - \$153,043, Canberra (PN: 39283)**

Gazetted: 22 February 2022

Closing Date: 8 March 2022

Are you our new Engineering Project Manager? 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 (MPC) is responsible for the planning and delivery of Light Rail services to the people of Canberra. Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The Engineering Project Manager will report to the Project Director Light Rail and will also be expected to work closely with staff and project advisors across Major Projects Canberra, other ACTPS Directorates and external stakeholders such as Canberra Metro, the Independent Certifier, and Technical Advisor/s.

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

**Eligibility/Other Requirements:**

**Mandatory:**

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia.

OR

Hold a relevant Building degree.

OR

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

**Desirable:**

Experience managing delivery and/or operation and maintenance of Light Rail.

Knowledge of ACT design standards including road design standards.

Notes: This is a temporary position available immediately until March 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 over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: David Doctor (02) 6207 3330 David.Doctor@act.gov.au

### **Project Development and Support**

#### **Project Management Office**

##### **Senior Director, Work Health and Safety**

##### **Senior Officer Grade A \$155,107, Canberra (PN: 54063)**

Gazetted: 22 February 2022

Closing Date: 18 March 2022

Are you our new Senior Director, Work, Health and Safety (WHS)?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Senior Director reports to the Executive Branch Manager, Project Management Office and is responsible for leading the Safety Assurance team and the development, implementation and maintenance of a safety strategy and work health and safety management system for Major Projects Canberra.

The Senior Director, WHS is a key position within the Directorate. As an experienced safety professional, the Senior Director will take the lead on strategic development and delivery of essential actions to improve the Directorate's and Industry Partners corporate and onsite construction safety maturity.

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:

Professional (COHSProf) or Chartered Professional (ChOHSP) Advanced Diploma of Work Health and Safety (BSB60615).

Desirable:

Experience in safety with respect to construction contract management

Risk Management competencies

Certificate 4 in Training and Assessment

Change Management competencies

Conflict Resolution competencies

Knowledge of the ACT legislative safety environment

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Previous applicants need not apply as their applications will be considered.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Amaranth King 0434 890 440 Amaranth.King@act.gov.au

### **Project Development and Support**

#### **Ministerial, Governance and Corporate Support**

##### **Corporate Support**

##### **Facilities, Fleet and Corporate Support Officer**

##### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 56797)**

Gazetted: 21 February 2022

Closing Date: 7 March 2022



**Details:** Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Ministerial, Governance and Corporate Support Branch within Major Projects Canberra works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders. The Branch provides leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

The Facilities, Fleet and Corporate Support Officer, reports to the Senior Director, Corporate Support and requires a strong customer and operational focus. This role is responsible for various administrative activities including asset management, accommodation, facilities and fleet on behalf of Major Projects Canberra.

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

**Eligibility/Other Requirements:**

Driver's license C is desirable.

This position does not require a Working with Vulnerable People Check.

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

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

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

Contact Officer: Kylie Bailey (02) 6205 4570 [Kylie.Bailey@act.gov.au](mailto:Kylie.Bailey@act.gov.au)

## Light Rail

### Technical

#### Construction Surveillance Officer

**Infrastructure Officer 4 \$134,705 - \$153,043, Canberra (PN: 40936)**

Gazetted: 21 February 2022

Closing Date: 28 February 2022

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 (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra.

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The position is a key role within the Light Rail project team and is part of the Construction Team. The Construction Team are responsible for coordination and management of the various Construction interfaces associated with the Design and Delivery of the light rail project.

The Construction Surveillance Officer will report to the Executive Branch Manager, Technical Development and is also required to liaise closely with staff and project advisors across the Agency, Project Co, Independent Certifier, National Capital Authority, Technical Advisor/s and within the ACT Government as necessary.

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:**

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia.

OR

Hold a relevant building degree.

OR

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

Highly Desirable:

Experience in the delivery of transportation assets and infrastructure within an urban environment.

Relevant qualifications or equivalent experience in Construction.

Knowledge of the ACT Government environment, including understanding of legislation as it applies to this project, particularly WHS.

Current C class driver's licence.

Good working knowledge of WHS requirements in construction.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: David Doctor (02) 6207 3330 David.Doctor@act.gov.au

### **CIT Woden-Campus Project**

#### **Executive Group Manager, Project Director**

**Executive Level 2.1 \$273,100 - \$284,951 depending on current superannuation arrangements, Canberra (PN: E1124)**

Gazetted: 22 February 2022

Closing Date: 15 March 2022

**Details:** The role of Project Director CIT Project is a key role within Major Projects Canberra, responsible for overseeing the delivery of the CIT Woden Project.

The Project Director will be accountable for achieving the Project's objectives, including outstanding safety, design, commercial, quality, time, budget and diversity outcomes. The Project Director will also be responsible for extensive community and governmental consultation, communications and reporting that a project of this type demands. Reporting to the Deputy Chief Projects Officer, the Project Director will directly manage a project team (staff and contractors) as the project moves through its various phases.

This role is available for the duration of the Project which is due to be completed in 2025.

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

**Mandatory:**

The position requires substantial experience in construction responsibilities of a large scale, complex infrastructure projects, particularly within a developed urban environment.

Relevant tertiary qualifications in a construction, engineering, project management, commercial or legal discipline is required.

**Remuneration:** The position attracts a remuneration package ranging from \$273,100 - \$284,951 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$237,027.

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

**How to Apply:** If this role sounds like you and you want to be a part of a dynamic and dedicated team, please submit no more than three pages addressing your suitability against the Executive Capabilities and Job Specific Criteria, two referees and mandatory qualifications.

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

Contact Officer: Shaun Strachan (02) 6207 1001 shaun.strachan@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)**

**Development Delivery****Greenfields****Senior Project Manager, Critical Infrastructure Projects****Infrastructure Officer 4 \$134,705 - \$153,043, Canberra (PN: 52314)**

Gazetted: 17 February 2022

Closing Date: 3 March 2022

Applications are sought from potential candidates for the position of Senior Project Manager, Critical Infrastructure Projects.

The Development Delivery Branch (the Branch) is made up of two business units – Greenfields and Urban and Commercial. We deliver project planning, community/stakeholder engagement, estate design and land sale delivery of projects to optimise the Territory's social, environmental and economic return on land development activities in the ACT. In line with the government's Indicative Land Release Program (ILRP), this includes development of government-owned land for residential, commercial, industrial, community and other uses.

This diverse position sitting within the Greenfields business unit will see the Senior Project Manager responsible for the successful delivery of the Molonglo High Voltage Electrical Relocation Project. In addition, the position will support the delivery, from inception to project completion, of other major capital works projects.

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:

Positions classified as an Infrastructure Officer require the occupant to:

Hold a relevant professional qualification or accreditation with a professional body recognised within Australia.

Hold a relevant Building degree.

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

Notes: This is a temporary position available from 03 May 2022 for 18 months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note, 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 three A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Contact Officer: Nic Morgan (02) 6205 4006 Nic.Morgan@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)

**Executive Group Manager Infrastructure Delivery and Waste****Temporary Vacancy (1 March 2022 – 22 April 2022 with possibility of extension)****Transport Canberra and City Services****City Services****Position: E1054****(Remuneration equivalent to Executive Level 2.3)**

Circulated to: ACTPS Senior Executive List

Date circulated: 23 February 2022

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Group Manager Infrastructure Delivery and Waste, commencing 1 March 2022 – 22 April 2022, with the possibility of extension. This process may also be used to backfill leave arrangements during 2022.

The Executive Group Manager, Infrastructure Delivery and Waste reports to the Deputy Director-General City Services and is responsible for providing leadership in the delivery of a range of services to the community.

Responsible for the provision, management and maintenance of Infrastructure Services.

Responsible for delivering sustainable waste management and resource recovery; and household waste collection services through ACT NoWaste.

The Executive Group Manager is responsible for leading each of these business units in providing sustainable, innovative and best practice management of facilities and service delivery.

The Executive Group Manager represents the Directorate at Government, industry and community forums on matters that span the Directorate's operations.

The role requires exceptional leadership, executive management and negotiation skills across a range of portfolio areas including strategic management, service delivery, policy, financial management, human resources, government, the wider community and business issues.

The Executive Group Manager will be required to demonstrate effectiveness in senior public sector management and have the capacity to build and maintain relationships with key internal and external stakeholders. They will need strong leadership skills and the ability to motivate and inspire others to work together to achieve Government policy outcomes.

Consistent with the 'One Service' approach of the ACT Public Service, the Executive Group Manager will also contribute to broader whole of service initiatives relating to workforce management, planning and safety.

The Executive Group Manager will also have a key role in the research and development of innovative approaches for sustainable service delivery, asset planning and maintenance.

**To apply:** Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Bruce Fitzgerald via email, [bruce.fitzgerald@act.gov.au](mailto:bruce.fitzgerald@act.gov.au) by COB Wednesday 2 March 2022.

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

**Remuneration:** The position attracts a remuneration package ranging from \$314,654 - \$328,377 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$274,463. Contact Officer: Bruce Fitzgerald (02) 6205 8294 [bruce.fitzgerald@act.gov.au](mailto:bruce.fitzgerald@act.gov.au)

**Chief Operating Officer Group  
Governance and Ministerial Services  
Boards and Committees**

**Director, Boards and Committees**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 18438)**

Gazetted: 23 February 2022

Closing Date: 2 March 2022

**Details:** The Governance and Ministerial Services branch is responsible for oversight of audit, compliance, protective security compliance, emergency planning, business continuity, insurance coordination, risk management, fraud control, quality management, records management and corporate planning/reporting, as well as all Ministerial services. The section works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

We are seeking applications from highly motivated and goal orientated people to fill the role of Director, Boards and Committees which sits within the Ministerial Services team and is responsible for the provision of advice and support to all boards and committees within TCCS to ensure strong governance frameworks and procedures are in place.

The position is also responsible for directly managing the ACT Veterinary Practitioners Board secretariat. Ideally, you will have the ability to lead the provision of high level and quality advice and implement processes in a timely manner and across a networked environment, have experience in developing and implementing strong governance protocols and procedures for the effective operations of board and committees and demonstrated leadership and management experience in a diverse workforce in an agile, flexible and changing environment.

Notes: Selection may be based on written application and referee reports only. It is highly recommended that you speak to the contact officer to obtain additional information about the role and your application.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applications must submit a curriculum vitae and a written response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Bourne (02) 6207 5495 [Sarah.Bourne@act.gov.au](mailto:Sarah.Bourne@act.gov.au)

**Territory and Business Services****Capital Linen Service - ACT Government****Training and Quality Officer****Capital Linen Service Band 5 \$73,953 - \$81,708, Canberra (PN: 27206)**

Gazetted: 23 February 2022

Closing Date: 9 March 2022

**Details:** This role requires a motivated and highly organised person. Primarily, the Training and Quality Officer co-ordinates the training of production linen assistants and leading hands within Capital Linen Service (CLS) and is a key role in the Quality, Safety and Training team. To succeed in this role, you will possess strong communication, organisational and presentation skills to support trainers, leading hands and supervisors to ensure the efficient delivery of CLS' competency-based training program to numerous trainees in various stages of learning.

The role is varied and challenging with many aspects including assisting several quality management processes. You will have an aptitude for analysing, problem solving and finding better ways to do things. You will be capable of writing clear instructions and developing easy to understand procedures and quality documents for a diverse workforce.

If successful, you will be joining an organisation and a team with a positive and supportive culture that will empower you to achieve goals and job satisfaction.

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 training people in an industrial workplace setting is highly desirable

Certificate IV in Training and Assessment is desirable

Sound computer skills in the use of Microsoft Word, Excel and Outlook

**Notes:** This is a temporary position available immediately until 15 January 2023, with the possibility of extension.

Selection may be based on application and referee reports only.

**How to Apply:** To apply for the role of Training and Quality Officer, please supply a written response of no more than two pages addressing the 'What You Require' section outlined in the Position Description along with a current curriculum vitae.

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

Contact Officer: Mary McKie (02) 6213 3327 [Mary.McKie@act.gov.au](mailto:Mary.McKie@act.gov.au)

**Territory and Business Services****Capital Linen Service - ACT Government****Customer Relations Officer****Capital Linen Service Band 6 \$85,319 - \$88,861, Canberra (PN: 27372)**

Gazetted: 22 February 2022

Closing Date: 1 March 2022

As Customer Relations Officer you will work as a senior member of the Customer Service team at Capital Linen Service (CLS). Your role is pivotal in CLS' ability to provide world class service to the Canberra community. The role is responsible for building long-term productive relationships with people in the private and government sector at different organisational levels.

Effective and professional writing, reporting and analysis skills are a key enabler in the performance of this role, especially when influencing internal and external stakeholders. Business as usual activities includes some data entering and general office administration.

Work satisfaction will be achieved in this role by the positive organisational culture at CLS, the ability to achieve goals and regular feedback.

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:** It is highly desirable to have strong experience in customer service as well as general administration and basic contact management experience. The successful candidate should also have a proven track record in sales working within the accommodation and or healthcare industry.

**Notes:** This is a temporary position available immediately for six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

**How to Apply:** To apply for the role of Customer Relations Officer, you will need to provide a two-page written response addressing the 'WHAT YOU REQUIRE' section outlined in the Position Description along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicolaas Cilliers (02) 6213 3315 Nicolaas.Cilliers@act.gov.au

## City Services

### Roads ACT

#### Road Maintenance

##### Asset Inspector

##### Infrastructure Officer 1 \$74,782 - \$88,358, Canberra (PN: 16428, several)

Gazetted: 22 February 2022

Closing Date: 24 March 2022

**Details:** Roads ACT is responsible for the management of territorial and municipal roads, national highways, community paths, driveways, stormwater infrastructure, bridges, carpark facilities, traffic signals, and streetlights. Roads ACT manage these assets on behalf of the ACT Government for the benefit of the Canberra community. Roads are seeking suitable candidates for several positions that will coordinate the planning and delivery of a range of infrastructure maintenance projects. The positions will have accountability for administration, productivity and efficiency, quality standards, workplace health safety, and environmental requirements for the assigned maintenance projects.

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:**

##### **Professional / Technical Skills and Knowledge**

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

Hold a relevant building degree; or

Have significant building, construction or infrastructure knowledge and/or project management experience; or

Hold a relevant trade certificate or have significant trade experience.

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

**How to Apply:** Candidates should provide a response to the Selection Criteria (what you require in the position description) – no more than one A4 page per criteria; a current curriculum vitae (resume); contact details for two referees.

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

Contact Officer: David Hua (02) 6207 0122 David.Hua@act.gov.au

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

## City Services

### City Presentation

#### Licensing and Compliance

##### Senior Infringement Review Officer

##### Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 54021)

Gazetted: 22 February 2022

Closing Date: 8 March 2022

Licensing and Compliance (LandC) is seeking highly motivated people to join the Infringement Review Team. The Senior Infringement Officer is responsible for providing guidance and assistance to the Infringement Team and support to directors and managers in relation to issued infringement notices and escalated court matters. Based at



Reid and working within the ABW framework, the Infringement team is integral to the success of LandC operations and is responsible for managing infringement notices issues by Transport Canberra and City Services (TCCS) business units.

The Senior Infringement officer will also provide support to the Assistant Director of Investigations, contributing to the teams' day-to-day operations, and the team's compliance with the governing administrative legislation, and for assisting clients with enquiries. Your responsibilities will include:

Managing infringement notices issued by TCCS and for the legislation which it administers, including the management of unpaid infringement notices.

Preparing and issuing reminder and final warning notices where required.

Managing complaints and enquiries.

Creating, and tracking payment plans and extensions.

Managing and escalating received disputes and/or appeals.

Assisting with the compilation of responses and briefs for ACT Civil and Administrative Tribunal and briefs of evidence for Court.

Eligibility/Other Requirements:

Mandatory:

The ability to understand and interpret a variety of legislation and regulations

Permanent Resident of Australia.

Driver's licence class 'C' or higher driver's licence is essential.

This position may require a pre-employment medical check

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

This position does require a National Police Check.

Willingness to wear a uniform on occasion.

Desirable:

Demonstrated experience in working in a regulatory/compliance environment.

Certificate IV in Government Investigation or equivalent or an ability to obtain within 12 months of employment.

Experience working in a fast-paced office environment.

Excellent verbal and written communication skills.

Excellent administrative skills.

Excellent organisational skills.

Strong operational knowledge of office-based information technology.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Hutchens (02) 6205 8618 [Tim.Hutchens@act.gov.au](mailto:Tim.Hutchens@act.gov.au)

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

## City Services

### City Presentation

### Licensing and Compliance

### Infringement Review Officer

### Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 54026)

Gazetted: 22 February 2022

Closing Date: 8 March 2022

Licensing and Compliance (LandC) is seeking highly motivated people to join the Infringement Review Team. The infringement review officer is responsible for assisting the Senior Infringement Officer in providing advice and support to directors and managers in relation to issued infringement notices and escalated court matters. Currently based at Reid and working within the ABW framework, the team is integral to the success of LandC operations and is responsible for managing infringement notices issues by Transport Canberra and City Services (TCCS) business units.

As an Infringement Review Officer, you will be responsible for assisting the Senior Infringement Officer in providing advice and support to directors and managers in relation to issued infringement notices and escalated court matters. The Infringement Review Officer will provide support to the Senior Infringement Officer, contributing to its day-to-day operations, and the team's compliance with the governing administrative legislation. Reporting directly to the Senior Infringement Officer and the Assistant Director of Investigations, the Infringement Officer is also responsible for assisting clients with basic enquiries. Your responsibilities will include:

Assisting in managing infringement notices issued by TCCS and for the legislation which it administers, including the management of unpaid infringement notices.

Preparing and issuing reminder and final warning notices where required.

Managing complaints and enquiries.

Assisting in creating, and tracking payment plans and extensions.

Where required, manage and escalate received disputes and/or appeals to the Senior Infringement Officer.

Assisting in the compilation of responses and briefs for ACT Civil and Administrative Tribunal and briefs of evidence for Court.

Eligibility/Other Requirements:

Mandatory:

Permanent Resident of Australia.

Driver's licence Class 'C' or higher driver's License is essential.

This position may require a pre-employment medical check.

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

This position does require a National Police Check.

Willingness to wear a uniform on occasion.

Desirable:

Demonstrated experience in working in a regulatory/compliance environment.

Certificate IV in Government Investigation or equivalent or an ability to obtain within 12 months of employment.

Experience working in a fast-paced office environment.

Excellent verbal and written communication skills.

Excellent administrative skills.

Excellent organisational skills.

Strong operational knowledge of office-based information technology.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Hutchens (02) 6205 8618 [Tim.Hutchens@act.gov.au](mailto:Tim.Hutchens@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.

## **WorkSafe ACT**

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

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

### **WorkSafe ACT**

#### **Construction**

##### **Inspector**

**ORS Inspector 6 \$90,099 - \$103,117, Canberra (PN: 54791, several)**

Gazetted: 23 February 2022

Closing Date: 9 March 2022

**Details:** WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and

investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

The WorkSafe ACT Construction team is growing, and we have multiple permanent positions available for candidates with a background or focus on work health and safety from within various industry sectors. You will have practical knowledge and experience of work health and safety through roles within the Construction, Logistics or Manufacturing industries.

No day is the same in the Construction team. Do you have the ability to deal with sensitive situations? Are you passionate about making a difference in the community? Looking to make a career change? If you answered yes to any of these questions, sit tight and continue reading. You might be the next WorkSafe ACT inspector we are looking for!

Job responsibilities include, but are not limited to:

Ability to work within a team and autonomously

Experience in developing and building rapport to gain cooperation from people in challenging and confronting situations

Conducting inspections and providing advice in accordance with legislation administered by WorkSafe ACT

Promoting health and safety awareness and practices within workplaces to help minimise work-related injuries and illness

Drafting reports, briefing notes, correspondence and other written material relating to major or more complex work health and safety issues

Participating in team meetings, planning and training activities

Maintaining records in accordance with the *Territory Records Act 2002*

We are looking for individuals from various backgrounds who are passionate about making a positive difference to the health and safety of ACT workers. Are you based outside of the ACT? You may be eligible for reimbursement of relocation expenses. Please get in touch with us via the contact officer to obtain more information.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

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

**Essential requirements include:**

Must be flexible regarding shifts, and able to respond after hours (e.g. for emergencies)

Current unrestricted C class driver's licence

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

**How to Apply:** Applications are sought from potential candidates and should include a supporting pitch of no more than two pages addressing the skills under 'Ideal Candidate' section in the Position Description. Please also ensure you demonstrate your ability to meet the 'Essential Requirements'. Applicants should also provide a cover letter, curriculum vitae and two referee reports.

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

Contact Officer: Craig Dillon (02) 6207 1348 [Craig.Dillon@worksafe.act.gov.au](mailto:Craig.Dillon@worksafe.act.gov.au)

**WorkSafe ACT**

**Corporate**

**HR and Corporate**

**Assistant Director, HR and Corporate**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 50500)**

Gazetted: 18 February 2022

Closing Date: 25 February 2022

**Details:** The Assistant Director will work to the Director, HR and Corporate Services and will be required to assist in a variety of day to day operational support functions and contribute to the broader strategy development and implementation. The Assistant Director will need strong attention to detail and the ability to manage and complete multiple tasks in collaboration with various stakeholders including members of the Finance team. This role will be responsible for building trusted relationships across WorkSafe ACT and the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) to ensure best practice initiatives and processes are imbedded.

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, women, people with disability, those who identify as LGBTIQ+ and those from culturally and linguistically diverse backgrounds are encouraged to apply.

**Eligibility/Other Requirements:**

- The successful applicant will have at least five years experience in a HR generalist area.
- The possession of relevant tertiary qualifications would be highly desirable.

**Notes:** This is a temporary position from 01 March 2022 until 28 February 2023 with the possibility of permanency. Selection may be based on application and referee reports only.

**How to Apply:** Prepare a two page response addressing the Selection Criteria outlined in the Ideal Candidate section available in the attached Position Description. Please ensure you address the essential requirements.

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

Contact Officer: Andrew Craig 0434 563568 Andrew.Craig@worksafe.act.gov.au

## WorkSafe ACT

### Finance

#### Finance Officer

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 56629)**

Gazetted: 18 February 2022

Closing Date: 4 March 2022

**Details:** WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

We have a temporary vacancy available for a motivated and highly organised professional to fill the role of Finance Officer within our Finance team. The Finance Officer will provide assistance with the development and implementation of financial procedures to support WorkSafe ACT's business operations.

The successful candidate will have demonstrated experience in accounting and data analysis; a good attention to detail; and an ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders including the operational staff at WorkSafe ACT.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

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, women, people with disability, those who identify as LGBTIQ+ and those from culturally and linguistically diverse backgrounds are encouraged to apply.

**Eligibility/Other Requirements:**

Accounting qualifications or study towards accounting qualifications is desirable but not mandatory.

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

**How to Apply:** Applications are sought from potential candidates and should include a supporting pitch of no more than two (2) pages addressing the skills under 'Ideal Candidate' as listed in the Position Description. Applicants should also provide a curriculum vitae and a referee report from the current supervisor.

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

Contact Officer: Daphne Fung (02) 5124 9650 Daphne.Fung@worksafe.act.gov.au

## APPOINTMENTS

**ACT Health****Senior Officer Grade C \$113,397 - \$122,062**

Janine Campbell, Section 68(1), 21 February 2022

**ACT Integrity Commission****Administrative Services Officer Class 6 \$90,099 - \$103,117**

James Puzey, Section 68(1), 21 February 2022

**Canberra Health Services****Registered Nurse Level 1 \$71,730 - \$95,818**

Josen Ayiramala, Section 68(1), 17 February 2022

**Registered Midwife Level 3.1 \$114,201 - \$118,901**

Martha Boxx, Section 68(1), 17 February 2022

**Dental Assistant Level 2 \$59,818 - \$69,943**

Cora Cabardo, Section 68(1), 15 February 2022

**Health Service Officer Level 4/5 \$56,388 - \$62,328**

Prabeen Chacko, Section 68(1), 15 February 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Anna Connor, Section 68(1), 17 February 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Dijith Damodhara Panicker, Section 68(1), 15 February 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Marcus Dmello, Section 68(1), 15 February 2022

**Health Service Officer Level 4 \$56,388 - \$58,546**

Shannon Donaldson, Section 68(1), 21 February 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Zachary Jarvis, Section 68(1), 21 February 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Sherin Joseph, Section 68(1), 15 February 2022

**Health Service Officer Level 6 \$62,328 - \$65,010**

Muhamad Khailrulhazim, Section 68(1), 17 February 2022

**Technical Officer Level 1 \$61,765 - \$64,757**

Hetaben Patel, Section 68(1), 21 February 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Navroop Kaur Randhawa, Section 68(1), 21 February 2022

**Technical Officer Level 1 \$61,765 - \$64,757**

Ashleigh Robinson, Section 68(1), 17 February 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Duy Truc Phuong Thai, Section 68(1), 17 February 2022

**Health Service Officer Level 3 \$54,613 - \$56,388 (Retention Point CHS Only \$56,483-\$61,166)**

Maneesh Thullakalathil Saseendran, Section 68(1), 24 February 2022

**Dentist Level 1-2, \$82,635 - \$150,347**

Harini Vallal, Section 68(1), 23 February 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Morgan Wallace, Section 68(1), 17 February 2022

**Canberra Institute of Technology****Teacher Level 1 \$79,598 - \$106,208**

Alinta Barlow, Section 68(1), 17 February 2022

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Marianne Pinnington, Section 68(1), 21 February 2022

**Teacher Level 1 \$79,598 - \$106,208**

Chanel Webb, Section 68(1), 22 February 2022

**Chief Minister, Treasury and Economic Development****Information Technology Officer Class 2 \$90,099 - \$103,117**

Zachariah Behan, Section 68(1), 22 February 2022

**Building Trade Inspector \$99,709 - \$113,397**

Cooper Bryant, Section 68(1), 22 February 2022

**Senior Officer Grade B \$133,552 - \$150,347**

Jackie Mckeown, Section 68(1), 23 February 2022

**Information Technology Officer Class 2 \$90,099 - \$103,117**

Dhara Patel, Section 68(1), 21 February 2022

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Jennifer Ross, Section 68(1), 23 February 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Mani Sahu, Section 68(1), 21 February 2022

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Zhaoxin Zhang, Section 68(1), 21 February 2022

**Community Services****Child and Youth Protection Professional Level 3 \$106,450 - \$117,147**

Emma Greenhalgh, Section 68(1), 22 February 2022

**Child and Youth Protection Professional Level 1 \$72,526 - \$90,904**

Yu Lam, Section 68(1), 10 February 2022

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Liana Potter, Section 68(1), 17 February 2022



**Senior Officer Grade C \$113,397 - \$122,062**

Izaak White, Section 68(1), 7 February 2022

**Education****School Assistant 4 \$69,095 - \$74,817**

Jamahl Ardler, Section 68(1), 22 February 2022

**Building Service Officer 4 \$90,099 - \$103,117**

Stephen Maguire, Section 68(1), 16 February 2022

**School Assistant 3 \$57,626 - \$62,020**

Carole Santinon, Section 68(1), 15 February 2022

**Environment, Planning and Sustainable Development****Senior Officer Grade C \$113,397 - \$122,062**

Andrew Spain, Section 68(1), 28 February 2022

**Justice and Community Safety****Correctional Officer Class 1 \$68,508 - \$81,694**

Ebony Herrick, Section 68(1), 2 December 2021

**Administrative Services Officer Class 4 \$75,239 - \$81,466**

Jorgia Kolinac, Section 68(1), 16 February 2022

**Ambulance Support Officer 1 \$62,023 - \$65,912**

Imogen Pascoe, Section 68(1), 14 February 2022

**Administrative Services Officer Class 4 \$75,239 - \$81,466**

Patrick Turner, Section 68(1), 10 February 2022

**Major Projects Canberra****Administrative Services Officer Class 5 \$83,620 - \$88,510**

Carolyn Warren, Section 68(1), 22 February 2022

**Transport Canberra and City Services****Professional Officer Class 1 \$63,614 - \$88,207**

Sophie Powell, Section 68(1), 23 February 2022

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Anju Yadav, Section 68(1), 26 February 2022

**TRANSFERS****Canberra Health Services****Laurel King**

From: Registered Nurse Level 2 \$99,612- \$105,575

Canberra Health Services

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 01207) (Gazetted 20 December 2021)

**Simone Nahon**

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 48486) (Gazetted 23 November 2021)

**Claire Robinson**

From: Registered Nurse Level 3.1 \$114,201

Canberra Health Services

To: Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 19170) (Gazetted 6 December 2021)

**Chief Minister, Treasury and Economic Development**

**Ilin Indriani**

From: Administrative Services Officer Class 4 \$75,239

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development, Canberra (PN. 03095) (Gazetted 10 June 2021)

**Education**

**Bronwyn McNally**

From: Senior Officer Grade B \$133,552 - \$150,347

Education

To: Senior Officer Grade B \$133,552 - \$150,347

Education, Canberra (PN. 45554) (Gazetted 15 November 2021)

**PROMOTIONS**

**ACT Health**

**Health Systems, Policy and Research**

**Policy, Partnerships and Programs**

**Aboriginal and Torres Strait Islander Health Policy and Partnerships**

**Yehuwdiy Dillon**

From: School Leader C \$130,338

Education

To: †Senior Officer Grade B \$133,552 - \$150,347

ACT Health, Canberra (PN. 53739) (Gazetted 26 October 2021)

**Coordinator-General, Mental Health and Wellbeing**

**Mental Health Policy and Strategy**

**Matthew Wafer**

From: Senior Officer Grade C \$113,397 - \$122,062

ACT Health

To: †Senior Officer Grade B \$133,552 - \$150,347

ACT Health, Canberra (PN. 38265) (Gazetted 4 January 2022)

**Canberra Health Services****Kirsty Cummin**

From: Registered Nurse Level 3.2 \$129,103  
Canberra Health Services  
To: †Senior Officer Grade A \$155,107  
Canberra Health Services, Canberra (PN. 54550) (Gazetted 15 December 2021)

**Canberra Health Services****Carrie-Jo Gracie**

From: Registered Midwife Level 1 \$71,730 - \$95,818  
Canberra Health Services  
To: Registered Midwife Level 2 \$99,612 - \$105,575  
Canberra Health Services, Canberra (PN. 22524) (Gazetted 18 June 2021)

**Sarah Hall**

From: Technical Officer Level 1 \$61,765 - \$64,757  
Canberra Health Services  
To: Health Professional Level 2 \$69,738 - \$95,736  
Canberra Health Services, Canberra (PN. 16939) (Gazetted 8 November 2021)

**Canberra Health Services****Emily Kors**

From: Registered Midwife Level 1 \$71,730 - \$95,818  
Canberra Health Services  
To: Registered Midwife Level 2 \$99,612 - \$105,575  
Canberra Health Services, Canberra (PN. 22501) (Gazetted 18 June 2021)

**Nebojsa Mitikj**

From: Registered Nurse Level 1 \$71,730 - \$95,818  
Canberra Health Services  
To: Health Professional Level 2 \$69,738 - \$95,736  
Canberra Health Services, Canberra (PN. 16293) (Gazetted 22 November 2021)

**Carla Ormston**

From: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)  
Canberra Health Services  
To: †Health Professional Level 4 \$113,397 - \$122,062  
Canberra Health Services, Canberra (PN. 27587) (Gazetted 20 January 2022)

**Susannah Phillips**

From: Health Professional Level 2 \$69,738 - \$95,736  
Canberra Health Services  
To: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN. 44431) (Gazetted 23 November 2021)

**Eilssa Powling**

From: Registered Midwife Level 2 \$99,612 - \$105,575  
Canberra Health Services  
To: †Registered Nurse Level 3.1 \$114,201 - \$118,901  
Canberra Health Services, Canberra (PN. 44812) (Gazetted 14 July 2021)

**Prity Rajbhandari**

From: Registered Nurse Level 1 \$71,730 - \$95,818  
Canberra Health Services  
To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 45093) (Gazetted 25 January 2022)

**Canberra Health Services**

**Nicola Ruthenberg**

From: Registered Midwife Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Midwife Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 29946) (Gazetted 18 June 2021)

**Patrick Tito**

From: Medical Imaging Level 2 \$69,738 - \$95,736

Canberra Health Services

To: Medical Imaging Level 3 \$108,340 - \$114,157 (up to \$119,818 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 11547) (Gazetted 18 May 2021)

**Chief Minister, Treasury and Economic Development**

**Access Canberra**

**Licence and Registration**

**Vehicle Safety Standards**

**Leonard Archer**

From: General Service Officer Level 8 \$72,451 - \$76,559

Chief Minister, Treasury and Economic Development

To: Technical Officer Level 4 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 02424) (Gazetted 19 November 2021)

**Access Canberra**

**Fair Trading and Regulatory Strategy**

**Taneisha Cook**

From: Administrative Services Officer Class 2 \$59,813 - \$66,047

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development, Canberra (PN. 48314) (Gazetted )

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022.

**Economic Development**

**Venues Canberra**

**John Leahy**

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 53829) (Gazetted 16 December 2021)

**Access Canberra**

**Fair Trading and Regulatory Strategy**

**Laynie Munro**

From: Administrative Services Officer Class 2 \$59,813 - \$66,047

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development, Canberra (PN. 50283) (Gazetted )

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022.

**Digital, Data and Technology Solutions**

**Technology Services**

**Technology Services Delivery****Robert Torley**

From: Senior Information Technology Officer Grade B \$133,552 - \$150,347

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$155,107

Chief Minister, Treasury and Economic Development, Canberra (PN. 14463) (Gazetted 14 September 2021)

**Community Services****Amna Atfab**

From: Child and Youth Protection Professional Level 3 \$106,450 - \$117,147

Community Services

To: †Child and Youth Protection Professional Level 4 \$121,730 - \$130,613

Community Services, Canberra (PN. 33734) (Gazetted 3 June 2021)

**Children, Youth and Families****Child and Youth Protection Services****Practice and Performance****Margaret Duke**

From: Child and Youth Protection Professional Level 2 \$76,975 - \$103,625

Community Services

To: Child and Youth Protection Professional Level 3 \$106,450 - \$117,147

Community Services, Canberra (PN. 03296) (Gazetted 6 January 2022)

**Housing ACT****Policy and Business Transformation****Solutions Delivery****Brione Harris**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$90,099 - \$103,117

Community Services, Canberra (PN. 54535) (Gazetted 15 December 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.

**Housing ACT****Client Services Branch****Gateway Services****Tugba Kazanc**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Community Services

To: †Senior Officer Grade C \$113,397 - \$122,062

Community Services, Canberra (PN. 37711) (Gazetted 10 November 2021)

**Housing ACT****Policy and Business Transformation Branch****Homelessness Services****Huyen Truong**

From: Senior Officer Grade C \$113,397 - \$122,062

Community Services

To: †Senior Officer Grade B \$133,552 - \$150,347

Community Services, Canberra (PN. 15588) (Gazetted 24 December 2021)

**Strategic Policy****Office for Aboriginal and Torres Strait Islander Affairs****Jessica Turk**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Transport Canberra and City Services  
To: †Senior Officer Grade C \$113,397 - \$122,062  
Community Services, Canberra (PN. 42170) (Gazetted 18 November 2021)

### **Education**

#### **Service Design and Delivery Applications and Transformation Rajendraprasad Balla**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Education  
To: †Senior Officer Grade C \$113,397 - \$122,062  
Education, Canberra (PN. 32650) (Gazetted 13 December 2021)

#### **Business Services People and Performance People Strategy Reika Cunningham**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade C \$113,397 - \$122,062  
Education, Canberra (PN. 48902) (Gazetted 2 December 2021)

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

#### **Corporate Service and Operations Governance, Compliance and Legal Governance, Assurance and Performance Janet Dawson**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Environment, Planning and Sustainable Development  
To: †Senior Officer Grade C \$113,397 - \$122,062  
Environment, Planning and Sustainable Development, Canberra (PN. 38031) (Gazetted 7 June 2021)

#### **Environment, Heritage and Water Executive and Business Support Business Support Unit Bindu Johnson**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Environment, Planning and Sustainable Development, Canberra (PN. 52715) (Gazetted 7 January 2022)

### **Justice and Community Safety**

#### **ACT Corrective Services Office of the Commissioner Nikita Gaspardis**

From: Administrative Services Officer Class 2  
Canberra Health Services  
To: Administrative Services Officer Class 4  
Justice and Community Safety (P10299) (Gazetted 7 September 2021)



**ACT Human Rights Commission  
Victims of Crime Commissioner  
Intermediary Program**

**Margo Lilley**

From: Health Professional Level 4 \$113,397 - \$122,062

Justice and Community Safety

To: †Senior Officer Grade B \$133,552 - \$150,347

Justice and Community Safety, Canberra (PN. 56889) (Gazetted 13 October 2021)

**Corporate  
Communications and Engagement  
Yangkyi Tenzin**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$113,397 - \$122,062

Justice and Community Safety, Canberra (PN. 15238) (Gazetted 29 November 2021)

**Suburban Land Agency**

**Development Delivery  
Greenfields**

**Rodney Thompson**

From: Infrastructure Officer 4 \$134,705 - \$153,043

Environment, Planning and Sustainable Development

To: †Infrastructure Officer 5 \$161,140

Suburban Land Agency, Canberra (PN. 18778) (Gazetted 22 October 2021)

**Transport Canberra and City Services**

**People and Capability  
Organisational Development  
Milenna Tassarotti**

From: Administrative Services Officer Class 4

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6

Transport Canberra and City Services (P25135) ) (Gazetted 11 January 2022)