



ACT Government Gazette

Gazetted Notices for the week beginning 17 March 2022

VACANCIES

Calvary Health Care ACT (Public)

Calvary Public Hospital Bruce

Maternity

Clinical Midwife Consultant

Registered Midwife Level 3.1 \$114,201-\$118,901, Canberra (LP9644)

Gazette Date: 24 March 2022

Closing Date: 04 April 2022

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

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

Reference Number: 18340

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

Contact Officer: Liz Bishop (02) 6201 7048 elizabeth.bishop@calvary-act.com.au

Calvary Public Hospital Bruce

Stroke Unit

Registered Nurse

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (LP7181)

Gazette Date: 24 March 2022

Closing Date: 28 March 2022

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

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

Reference Number: 18413

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

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

Calvary Public Hospital Bruce

Occupational Therapy

Occupational Therapist

Health Professional Level 2 \$69,738 - \$95,736, Canberra (LP8853)

Gazette Date: 24 March 2022

Closing Date: 04 April 2022

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

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

Reference Number: 18333

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

Contact Officer: Michael Malcomess (02) 6201 6087 michael.malcomess@calvary-act.com.au

Calvary Public Hospital Bruce

Clare Holland House

Enrolled Nurse

Enrolled Nurse Level 1 \$65,056 - \$69,505, Canberra (LP6644)

Gazette Date: 24 March 2022

Closing Date: 28 March 2022

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

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

Reference Number: 18271

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

Contact Officer: Alice Atyeo (02) 6264 7300 alice.atyeo@calvary-act.com.au

Calvary Public Hospital Bruce

Clare Holland house

Registered Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (LP8322)

Gazette Date: 24 March 2022

Closing Date: 28 March 2022

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

Reference Number: 18273

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

Contact Officer: Alice Atyeo (02) 6264 7300 alice.atyeo@calvary-act.com.au

Calvary Public Hospital Bruce

Consultant Anaesthetist

Specialist Band 1 – 5 \$185,645 - \$229,092, Canberra (LP6838)

Gazette Date: 24 March 2022

Closing Date: 12 April 2022

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

Reference Number: 18394

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

Contact Officer: Dr Graeme Gibson (02) 6201 6352 graeme.gibson@calvary-act.com.au

Calvary Public Hospital Bruce

Clare Holland House

Registered Nurse

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (LP6676)

Gazette Date: 24 March 2022

Closing Date: 05 April 2022

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

Reference Number: 18248

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

Contact Officer: Alice Atyeo (02) 6264 7300 alice.atyeo@calvary-act.com.au

Calvary Public Hospital Bruce

Clare Holland House

Wards Person

Health Service Officer Level 3 \$54,613 - \$56,388, Canberra (LP6875)

Gazette Date: 24 March 2022

Closing Date: 28 March 2022

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

Reference Number: 18272

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

Contact Officer: Alice Atyeo (02) 6264 7300 alice.atyeo@calvary-act.com.au

Calvary Public Hospital Bruce**Division of Medicine****Senior Resident Medical Officer-MAPU****Resident Medical Officer Level 2-4 \$96,664, Canberra (LPL046)**

Gazette Date: 22 March 2022

Closing Date: 22 December 2022

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

Reference Number: 18234

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>Contact Officer: Miffany Callan miffany.callan@calvary-act.com.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>**Corporate and Governance****People Strategy and Culture****People Strategy****Senior HR Advisor****Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 42558)**

Gazetted: 23 March 2022

Closing Date: 30 March 2022

Details: The Senior HR Advisor is a pivotal customer service role in our busy Human Resource Management Team. We are looking for an individual who can hit the ground running and provide immediate impact in our employee relations team. You will ideally have a sound knowledge of employment related legislation, policy and procedure, experience working within human resource management fields, and a commitment to high quality customer service delivery, and experience in supervising staff.

Eligibility/Other Requirements:

Undergo a pre-employment National Police Check

Note: This is a temporary position available immediately up to 30 June 2022 with the possibility of extension up to six months. This position is available to ACT Government officers and employees only.

How to Apply: Please submit an expression of interest (no more than two pages), using the Selection Criteria for guidance, outlining your relevant skills, knowledge and experience for this position, an up-to-date curriculum vitae and contact details for two referees (one must be current or very recent supervisor).

Applications should be sent to the Contact Officer.

Contact Officer: Julie Nolan (02) 5124 9835 julie.nolan@act.gov.au**Corporate Services****Corporate and Governance****Strategic Finance****Finance Manager****Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 01768)**

Gazetted: 23 March 2022

Closing Date: 6 April 2022

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

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

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

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

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

Eligibility/Other Requirements:

Previous experience in a finance related role.

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

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

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

Highly Desirable:

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

Membership/progression towards ICAANZ or CPA.

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

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

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

Applications should be submitted via the Apply Now button below.

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

Digital Solutions Division

Information and Data Management

Reporting and Analysis Hub

Director, Government Business

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 34187)

Gazetted: 22 March 2022

Closing Date: 8 April 2022

The Information and Data Management Branch (IDM) of the Digital Solutions Division is looking, for enthusiastic staff who have experience in leading strong teams in the delivery and management of high quality, government business data matters.

The role of Director, Government Business will be fast-paced and challenging, but you'll be leading a team providing responses to minister enquiries and contributing to the effective communication of ACT health system data and associated activities including Reports on Government Services (RoGS) and our Quarterly Performance reporting (QPR) .

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

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

Eligibility/Other Requirements: All ACT employees are required to undergo employment screening. However, if you are selected for this position, you will be required to gain and maintain a Baseline or Negative Vetting Level 1

National Security Clearance. If screening is not successful, your employment in the role will not commence or, if already commenced, will be reassessed.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Renae Dukes (02) 5124 6274 Renae.Dukes@act.gov.au

COVID-19 Response

Public Health Operations

Data and reporting

Assistant Director, Data and Reporting

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 51425, several)

Gazetted: 21 March 2022

Closing Date: 4 April 2022

Details: With the COVID-19 pandemic continuing to evolve, so too has the need to capture, report, and analyse health data that informs the ACT Government's COVID-19 response.

ACT Health is looking for data professionals to join the COVID-19 Response Division across multiple leadership roles in data science, databases, data governance, and reporting. You will work side-by-side with staff who have been providing data to health leaders since the beginning of the COVID-19 pandemic, and you will gain valuable insights from their management of large, complex datasets.

We're looking for leaders who have technical competency across one of our work streams but who can also inspire, lead, motivate, communicate, and influence.

This is a rare opportunity to fast-track your career as a leader in data while directly contributing your data skills and experience to the ACT Government's data-informed COVID-19 response.

Eligibility/Other Requirements:

Qualifications or experience in health systems, database or data science roles would be highly regarded.

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

Note: There are several temporary positions available until 31 January 2023 with the possibility of extension or permanency. 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: Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

In your application, please state which technical stream you are applying for (Database, Data Science, Data Governance, or Reporting and Analysis).

Applications should be submitted via the Apply Now button below.

Contact Officer: Shane Cummings 0426 819 478 shane.cummings@act.gov.au

Digital Solutions Division

Future Capability

Digital Health Record

Credentialed Trainer

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 50211, several)

Gazetted: 18 March 2022

Closing Date: 7 April 2022

Details: The Digital Health Record Program has an opening for Credentialed Trainers who will work closely with the Director, Training, Principal Trainers, Digital Health Record Analysts and Workstream (Project) Managers to provide end user training and develop training resources. The Credentialed Trainer will be designated to one or more focus area/s and will be responsible for providing training activities for that area. Credentialed Trainers are recruited 6 months prior to go-live and hold a pivotal role in the provision of in-classroom training that use the curriculum, lessons, and training materials created by the Principal Trainers to train end-users and provide go-live

support. The Credentialed Trainers will undertake a six-week training program and at the end of their training they will be assessed and credentialed as trainers. The Credentialed Trainers will then train super users to assist with training in the classroom and will provide support during go-live. Training sessions may occur across different sites. There is no doubt this project will be challenging at times with competing deadlines and priorities. The successful candidates will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job. As timing is critical to the success of this Program, annual leave will not be available during the six-month contract.

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

Eligibility/Other requirements: It is a requirement that credentialed trainers undertake a credentialling process and pass to become a Credentialed Trainer. Successful applicants will be required to undergo a pre-employment National Police Check.

Notes: These are temporary positions available for six months from July 2022 until December 2022. It is important that you can commit to this full period. This advertisement is being run concurrently with PN49887, several and will be filled at either the SOGC or SOGB level, dependent on the skills and experience of the successful applicant. Please submit your application against the relevant position that you wish to apply for. A merit pool will be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months.

How to Apply: Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. Applicants should address the Selection Criteria located in the Position Description based on the role you wish to apply for. Previous applicants need not reapply as recruitment is still ongoing from prior rounds. This advertisement is being run concurrently with PN49887, several, and will be filled at either the SOGC or SOGB level, dependent on the skills and experience of the successful applicant.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maree Koelmeyer (02) 6207 2473 Maree.Koelmeyer@act.gov.au

Digital Solutions Division

Credentialed Trainer

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 49887, several)

Gazetted: 18 March 2022

Closing Date: 7 April 2022

Details: The Digital Health Record Program has an opening for Credentialed Trainers who will work closely with the Director, Training, Principal Trainers, Digital Health Record Analysts and Workstream(Project) Managers to provide end user training and develop training resources. The Credentialed Trainer will be designated to one or more focus area/s and will be responsible for providing training activities for that area.

Credentialed Trainers are recruited six months prior to go-live and hold a pivotal role in the provision of in-classroom training that use the curriculum, lessons, and training materials created by the Principal Trainers to train end-users and provide go-live support. The Credentialed Trainers will undertake a six-week training program and at the end of their training they will be assessed and credentialed as trainers.

The Credentialed Trainers will then train super users to assist with training in the classroom and will provide support during go-live. Training sessions may occur across different sites within the Territory and out of normal business hours and Credentialed Trainers will be expected to present classes where allocated.

There is no doubt this project will be challenging at times with competing deadlines and priorities. The successful candidates will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job. As timing is critical to the success of this Program, annual leave will not be available during the six-month contract.

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

Eligibility/Other Requirements:

It is a requirement that credentialed trainers undertake a credentialling process and pass to become a Credentialed Trainer.

Undergo a pre-employment National Police Check.

Notes: These are temporary positions available for six months from July 2022 until December 2022. It is important that you can commit to this full period. This advertisement is being run concurrently with PN50211, several and will be filled at either the SOGC or SOGB level, dependent on the skills and experience of the successful applicant. Please submit your application against the relevant position you wish to apply for. A merit pool will be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months. Previous applicants need not reapply as recruitment is still ongoing from prior rounds.

How to Apply: Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. Applications should be submitted via the Apply Now button below.

Contact Officer: Maree Koelmeyer (02) 6207 2473 Maree.Koelmeyer@act.gov.au

Population Health Division

Alcohol and other Drug Policy

Policy Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 46333)

Gazetted: 18 March 2022

Closing Date: 1 April 2022

Details: An exciting opportunity exists for an enthusiastic and dedicated Policy Officer to work in the Alcohol and Other Drug Policy team within the ACT Health Directorate. Under general direction this position will undertake high-level project and policy work, provide policy advice and respond to emerging and novel policy issues.

Eligibility/Other Requirements: Employees will be required to undergo a pre-employment police check.

Note: This is a temporary position available immediately up to November with the possibility of extension and/or permanency.

How to Apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current Curriculum Vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda Tagliabue (02) 5124 9948 amanda.tagliabue@act.gov.au

Office of the Director General

Communications and Engagement Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 36821)

Gazetted: 17 March 2022

Closing Date: 4 April 2022

Details: We are now looking for an enthusiastic, ideas-driven and creative communications professional to come and be a valuable part of our very busy team. As the newest member of our team, you will assist in the development and delivery of high-quality communications and engagement projects. You'll love social media and you'll have some great ideas about how the team can change things up a bit.

The ACT Health Directorate is responsible for strategic direction and leadership of the health system in the ACT and provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

The Strategic Communication and Engagement Team delivers specialised services in strategic communication; campaigns; engagement strategy; media; social media; internal communication; digital, online and design.

We are seeking someone who has the ability to perform the following duties under limited direction:

create engaging and interactive communications and engagement strategies and campaigns, for directorate projects, services and initiatives

write, create, edit, curate and publish engaging written and digital content for directorate publications, websites and digital channels, including video content in ways that always consider the audience first, and in accordance with ACT Government publishing and website standards

contribute to the evaluation of projects and insights to inform activity and ongoing improvement by interpreting data and implementing advice especially in relation to emerging communications and digital media opportunities

develop newsworthy stories and media pitches to promote the work of the Directorate, and coordinate

arrangements for and attend Directorate and ministerial media announcements and events

work collaboratively across the directorate and government with Communications and Engagement Service, Senior Officers, and Ministers' Offices to deliver key activities

support and participate in best practice communications and engagement response at the Public Information Coordination Centre (PICC) in times of a Territory emergency
 understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity (RED) framework
 Undertaking other duties appropriate to this level of classification that contribute to the Directorate.
 The ACT Health Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: To apply refer to the relevant Selection Criteria (attached) and submit a two page statement detailing your relevant skills and experience, and reason for applying, along with your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angie Drake (02) 5124 8995 Angie.Drake@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

Executive Assistant

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 46603)

Gazetted: 23 March 2022

Closing Date: 18 April 2022

The Executive Assistant leads the Commission's Administration and Executive Support Team which is responsible for maintaining the effective and efficient operation of the Commission's office through the delivery of a broad range of executive and administrative support functions.

This position provides high-level executive and administrative support for the ACT Integrity Commissioner and the Commission CEO, and leads a small team in the delivery of office management and administrative support functions for the Commission.

What you will do

Provide high-level executive and administrative support, including:

Diary management

Internal and external meeting coordination

Workflow coordination into and out of the Commissioner and CEO's offices

Prepare and coordinate materials for meetings involving the Commissioner, CEO, and the Commission's senior managers.

Monitor, track and action incoming and outgoing documents and correspondence, and following up on matters as required

Coordinate financial management activities, including credit card acquittals, monitoring of expenditure, procurement activities and invoice processing.

Provide secretariat services to the Senior Management Group including:

The coordination and scheduling of meetings, rooms, attendees and equipment

Drafting and finalising agendas

Preparing and distributing papers

Taking and finalising minutes

Monitoring and updating action item registers.

Manage complex telephone enquiries and independently respond to internal and external queries as required

Oversee and maintain the Commission's records management program and systems in accordance with the Territory Records Act 2002.

Assist with the Commission's internal budget and financial processes in accordance with the Finance Management Act 1994 and other relevant legislation.

Anticipate and identify relevant internal stakeholders' expectations and concerns and adapt communication styles to present messages in a clear and concise manner

Lead a small team responsible for the delivery of other administrative and office services for the Commission which ensure the Commission operates efficiently and effectively.

Eligibility/Other Requirements:

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

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

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

The position may involve some domestic travel.

Notes: 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 must submit 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 Selection Criteria outlined in the 'What you require' section of the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nick Kimpton (02) 6205 1937 prevention@integrity.act.gov.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

Medical Services

Medical Imaging

Radiographer

Medical Imaging Level 2 \$69,738 - \$95,736, Canberra (PN: 50499, several - 021P1)

Gazetted: 22 March 2022

Closing Date: 8 April 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/>

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Radiographer position is a clinical role and is responsible for the provision of general radiography services during business hours, providing leadership for the whole department afterhours and on weekends. Daily operations include the management of patient scheduling, throughput and care as well as immediate staff and clinical contact, along with the management and operation of General Radiography.

The Radiographer position is required to support the Medical Imaging Department in the provision of a 24/7 service, this includes shift work, overtime and on-call duties outside normal working hours when required.

ABOUT YOU

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

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

Behavioural Capabilities

Strong organisational skills with a strong work ethic with an ability to work within a multi-disciplinary team

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

Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications in Medical Radiation Science (Radiography) or equivalent

Be registered or be eligible for registration as a Medical Radiation Practitioner in the division of Radiography with the Australian Health Practitioner Regulation Agency (AHPRA)

Be eligible for an ACT Radiation licence

Desirable

Experience in a trauma and teaching hospital

Other:

The successful applicant will need to be available for weekend and after-hours work, including the potential or occasional night duty, and participation in on-call and close-call rosters.

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 temporary positions available for six months. A merit list will be established from this process to fill identical vacancies at level 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: Sam Wilson (02) 5124 2111 sam.wilson@act.gov.au

Allied Health

Allied Health Clinical Education Unit

Clinical Educator, Psychology

Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 22566 - 02114)

Gazetted: 17 March 2022

Closing Date: 5 April 2022

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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 Allied Health Clinical Education Unit (AHCEU) is in the Division of Allied Health and is based at Canberra Hospital. This position is located in the AHCEU and reports directly to the Allied Health Clinical Education Co-ordinator. The Psychology Clinical Educator position provides clinical education and supervision support for psychology students and staff and assists with facilitating and promoting interprofessional clinical education activities.

This position is for an experienced clinician who leads with commitment, is able to create solutions, demonstrates agility, communicates effectively, collaborates with purpose and is accountable for quality outcomes. Key areas of practice include:

The promotion of positive client outcomes through the provision of high quality evidence-based clinical services and contribution to research.

Providing leadership and making a significant contribution to the training and mentoring of staff and students' in/across designated areas or units as part of a multidisciplinary team.

Providing a consultative role across allied health and contribute to interprofessional education.

ABOUT YOU

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Behavioural Capabilities

1. Strong organisational skills with a high degree of drive.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
3. The ability to work collaboratively.

Position Requirements/Qualifications:

Mandatory

General registration with Psychology Board of Australia (AHPRA)

Minimum five years' experience since general registration

Area of Practice Endorsement with Psychology Board of Australia

Psychology Board-approved supervisor

Highly desirable

Tertiary qualification in a relevant education field or Certificate IV Workplace Training and Assessment, or willing to work towards relevant education 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 11.5 months with the possibility of extension.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Jo Cole (02) 5124 7959 jo.cole@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Service

Registered Nurse Level 2

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 37271, several - 021KA)

Gazetted: 17 March 2022

Closing Date: 5 April 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/> Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence-based service providing high quality mental health care that is guided by principles of recovery.

The Division provides health services directly and through partnerships with community organisations. 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 people.

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

Adult Inpatient Mental Health Services
 Adult Community Mental Health Services
 Alcohol and Drug Services
 Child and Adolescent Mental Health Services (CAMHS)
 Justice Health Services

Rehabilitation and Specialty Mental Health Services

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

DMHU is a secure mental health facility that opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

GMHU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and GMHU has 10 beds for community transition.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role you will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

This position is primarily located within the Secure Mental Health Services on a rotating shift roster including morning, evening, and night shifts. You maybe required to work across all Adult Mental Health Inpatient Units to meet operational needs.

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Behavioural Capabilities

1. Demonstrated clinical leadership and the ability to develop all members of the team.
2. Be able to communicate with influence with the diverse teams including internal and external parties
3. Positive attitude and commitment to improving consumer outcomes and experience
4. Be flexible, adaptable, and able to be comfortable with a changing work environment.

Position Requirements/Qualifications:

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

A minimum of two years nursing experience within a mental health 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.

Desirable:

Hold or be working toward Post Graduate qualification in Mental Health Nursing.

Clinical leadership experience.

Hold a current driver's licence.

Note: There are several permanent positions available. 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.

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: Peta Kleinig (02) 5124 1863 peta.kleinig@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Territory wide Mental Health Services

Access Mental Health Team

Access Mental Health Team

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 40906 - 020UQ)

Gazetted: 17 March 2022

Closing Date: 5 April 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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POSITION OVERVIEW

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

Overview of the work area and position:

Mental Health, Justice Health, Drug and Alcohol 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 three years 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:

Mandatory

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

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

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.

For Social Work:

Degree in Social Work

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

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 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.

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

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

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: Julie Hanson (02) 6205 3266 julie.hanson@act.gov.au

Infrastructure and Health Support Services

Sterilising Services

Sterilising Technician

Sterilising Services Health Service Officer Level 3/4/5 \$54,613 - \$62,328, Canberra (PN: 29353 - 021LH)

Gazetted: 17 March 2022

Closing Date: 31 March 2022

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POSITION OVERVIEW

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

The Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations. The Sterilising Services section is embedded within this Division.

Sterilising Services provides sterilising services to Canberra Hospital (CH), including the Gastroenterology and Hepatology Unit, Calvary Public Hospital Bruce (CPHB), and some private clinics within the ACT and surrounding

areas of NSW by cleaning, disinfecting and sterilising Reusable Medical Devices (RMD). Sterilising Services provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

Sterilising Services is organised into the following functional areas:

Sterilising Services Unit at Mitchell, including management and administration

Sterilising Services Unit at CH

Sterilising Unit at CPHB

Central Reprocessing Unit (CRU) at the Gastroenterology and Hepatology Unit at CH

ABOUT YOU

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Behavioural Capabilities

1. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
2. Strong organisational skills with a high degree of drive.
3. Well-developed interpersonal skills.

Position Requirements/Qualifications:

Relevant qualifications and experience working professionally in sterilising services is required..

HSO 3 – No qualifications are required at this level

HSO 4 – Certificate III in Sterilising (HLT37015) is mandatory to be employed at this level

HSO 5 - Certificate III in Sterilising (HLT37015) and IV in Sterilising Services (HTL47015), or Certificate III in Sterilising (HLT37015) and Certificate IV in Leadership and Management (BSB40215); and minimum five (5) years working in a Sterilising Services unit are mandatory to be employed at this level

A current driver's licence is preferred

This position is required to work across all Sterilising Services sites and participate in a rotating roster that includes a 24 hour/7days per week roster, including public holidays, if 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: Note: This position involves participating in a rotating roster. The rotating shift roster will require the employee to work all shifts within a 24 hour/7 days per week roster. This position also involves working across all Sterilising Services' sites (Mitchell, Canberra Hospital including the Central Reprocessing Unit and Calvary Public Hospital)

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: Sandra Wheeler (02) 5124 2283 sandra.wheeler@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Service

Youth Counsellor

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 20236 - 021JT)

Gazetted: 17 March 2022

Closing Date: 31 March 2022

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

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POSITION OVERVIEW

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

The 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 Youth Drug and Alcohol Program (YDAP) is a tertiary service within CTS for young people from 12-25 years with complex alcohol and drug issues based at 1 Moore Street but providing a service within a custodial, community or outreach setting.

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

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

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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:

(i) 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

(i) 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.

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.

Contact Officer: Katherine Soulsby N/A Katherine.Soulsby@act.gov.au

Mental Health, Justice Health, Alcohol and Other Drugs Services

Justice Health

Custodial Health

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 52678, several - 021LU)

Gazetted: 17 March 2022

Closing Date: 31 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

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POSITION OVERVIEW

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

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

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

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services Dhulwa Mental Health Unit

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

ABOUT YOU

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Behavioural Capabilities

Non Judgemental

Reliable

Kind

Position Requirements/Qualifications:

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

Highly Desirable

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

Current Driver's licence.

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

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

Prior to commencement successful candidates will be required to:

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 six months with the possibility of extension. Selection may be based on written application and referee reports only.

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

Surgery

Trauma and Orthopaedic Research

Trauma and Orthopaedic Research Clinical Coordinator

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 11750 - 021EY)

Gazetted: 17 March 2022

Closing Date: 31 March 2022

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

Our Values: Reliable, Progressive, Respectful and Kind

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POSITION OVERVIEW

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The Division of Surgery is responsible for delivering inpatient and outpatient surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Extended Day Surgery Unit, specialist surgical wards, outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Retrieval

Service and the Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers.

The Trauma and Orthopaedic Clinical Research Coordinator is responsible for initiating, coordinating, monitoring and managing clinical research in trauma and orthopaedics. This includes supervision of operational issues and leading a multi-disciplinary team of researchers in the endeavour of improved care and clinical outcomes. Areas of research include hip, knee replacement, movement analysis, orthopaedic clinical trials, surgical clinical trials and both investigator and industry-initiated research projects. Participation in research includes participant recruitment, clinical examination and outcome measurement, preparation of grants, protocols, and ethics applications.

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills with a high degree of drive.

Position Requirements/Qualifications:

A higher degree (PhD preferred) in research in a health-related discipline (Musculoskeletal field preferred).

High level of understanding and experience in musculoskeletal medicine, surgery, rehabilitation, or related area. Experience in teaching students and junior health professionals together with relevant teaching qualifications as appropriate.

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: Melissa Warylo 51240931 Melissa.Warylo@act.gov.au

Rehabilitation, Aged and Community Services

Occupational Therapy

Occupational Therapist

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 02809 - 0211I)

Gazetted: 17 March 2022

Closing Date: 4 April 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/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes The University of Canberra Hospital, Canberra Hospital and Community Health Centres. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: reliable, progressive, respectful and kind.

Rehabilitation and Aged Care Occupational Therapy services are offered in the community, inpatient and outpatient settings including The Canberra Hospital and University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings to facilitate positive patient outcomes. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

The Senior Occupational Therapist is an important leadership role within Occupational Therapy and this position will be responsible for the coordination and provision of day-to-day occupational therapy services to the Acute Care of the Elderly wards and RADAR based at the Canberra Hospital.

Senior Occupational Therapists are responsible for providing professional supervision and support to other Occupational Therapists, Allied Health Assistants and students.

This position(s) maybe required to participate in overtime, on call and/or rotation roster.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of initiative.

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

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

Excellent written and oral communication skills and the ability to liaise and negotiate with a diverse range of stakeholders.

Position Requirements/Qualifications:

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

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

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:

Undergo a pre-employment National Police Check.

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

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

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. A merit list will be established from this selection process and may be used to fill part-time and full-time, temporary or permanent similar positions over the next 12 months.

Contact Officer: Jane Lawrence 5124 0073 Jane.Lawrence@act.gov.au

Chief Operating Officer Clinical Service

Mental Health, Justice Health, Alcohol and Drug Service

Assistant Director of Allied Health

Health Professional Level 5 \$133,552 - \$150,347, Canberra (PN: 36955 - 021IM)

Gazetted: 18 March 2022

Closing Date: 8 April 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/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

As a senior manager, you will be responsible for providing strategic leadership to develop the professional practice of allied health staff that supports models of care, statutory obligations, professional development and clinical supervision. The senior manager will ensure the effective and efficient delivery of Allied Health Services across 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

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

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

Position Requirements/Qualifications:

For Occupational Therapy:

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

Be eligible for professional membership of Occupational Therapy Australia

For Social Work:

Degree in Social Work,

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

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

For Psychology:

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

Desirable:

Postgraduate qualifications in a management field are highly desirable.

Current Driver's licence.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Rosy Winter 5124 1768 Rosy.Winter@act.gov.au

Strategy, Policy and Planning

Strategy and Governance

Senior Director – Policy, Planning and Government Relations

Senior Officer Grade A \$155,107, Canberra (PN: 17131 - 021M7)

Gazetted: 17 March 2022

Closing Date: 31 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/>

Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The division includes Policy and Planning, Risk, Insurance and Legal Liaison, and Government Relations areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community.

The Senior Director position has the important responsibility of leading and managing our policy, planning, and government relations functions. This will provide you with a unique opportunity to be involved in both strategic and operational policy and planning, contributing directly to safeguarding the high standards of care at CHS and improving the health of our community. You will also serve our community through supporting our CHS Executive team and Ministers in the business of government. This position reports to the Executive Branch Manager, Strategy and Governance.

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. Flexible to accommodate change in a complex environment.
2. Leadership qualities in managing and positively influencing people, process and practice improvement in a service environment.
3. Critical thinking and analysis, including ability to synthesise and communicate complex matters to a wide range of audiences.

Position Requirements/Qualifications:

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

Leadership and management skills and 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.

Note: This is a temporary position available for six 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.

Contact Officer: Josephine Smith (02) 5124 9564 josephine.smith@act.gov.au

Women, Youth and Children

Canberra Maternity Options Service

Registered Midwife

Registered Midwife Level 2 \$99,612 - \$105,575, Canberra (PN: 44710 - 021JP)

Gazetted: 21 March 2022

Closing Date: 7 April 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 Women, Youth and Children (WYC) offers a range of primary, secondary and tertiary services across the acute and community based sectors. Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child development concerns; and information and support for parenting. This is the only child and family health service across the ACT. The Canberra Maternity Options Service (CMOS) is the first point of contact for women accessing public maternity care in the ACT. Midwives in the team will provide evidence-informed information to support the woman's decision making across the childbirth continuum and during the postnatal period up to six weeks after their baby is born. 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 (including simultaneously managing and prioritising multiple issues) with a high degree of drive 2. An ability to work respectfully in partnership (with a range of stakeholders) while simultaneously demonstrating leadership 3. Positive work ethic and ability to problem solve Position Requirements/Qualifications: Relevant Registered as a Midwife with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of two years' experience working professionally and comprehensive experience in the delivery of midwifery care across the scope of practice of a midwife is preferred. • Holds or is working towards postgraduate qualifications in child and family health nursing or other relevant post graduate course is desirable but not essential. • International Board-Certified Lactation Consultant is desirable but not essential. • Driver's licence. • Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role. • Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: Part-time hours will be considered and the full-time salary noted above will be pro-rata. 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: Rebekah Howard (02) 5124 4386 Rebekah.a.howard@act.gov.au

Cancer and Ambulatory Services

Advance Care Planning

Advance Care Planning Project Officer

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 46594 - 021Y3)

Gazetted: 23 March 2022

Closing Date: 11 April 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

Do you recognise how important it is for individuals to make decisions about their future healthcare, while they are still capable of doing so?

Are you a good communicator with a commitment to providing excellence in healthcare in the ACT?

Are you comfortable with discussing confronting issues?

Do you want to be part of a dynamic team?

If yes, this is the job for you.

As a member of the Advance Care Planning Program, you will be responsible for working with consumers, clinicians and stakeholders to proactively assist and manage Advance Care Planning.

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/> Advance Care Planning promotes care that is consistent with a person's goals, values, beliefs and preferences. It prepares the person and others to plan for future health care, for a time when the person may no longer be able to communicate those decisions themselves.

Effective planning is the best way to ensure that family and health professionals respect a person's wishes. In an emergency situation it provides hospital treating teams with the necessary information to make decisions in the patient's best interest in consultation with their chosen attorneys.

The Advance Care Planning Team is responsible for the implementation of a proactive approach to advance care planning across the ACT. This includes assistance with having the conversation, documenting wishes, training and education and quality improvement activities with key stakeholders.

ABOUT YOU

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

Behavioural Capabilities

1. Strong organisational skills with a high degree of drive.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet consumer needs.
3. The ability to communicate clearly and effectively in many mediums.
4. The ability to work effectively in a team environment.

Position Requirements/Qualifications:

Eligible for 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.

Note: These are temporary positions available for 10 months with the possibility of extension and/or permanency. This position is part-time at 32 hours per week and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only. Please note there are three advertisements running concurrently to fill this vacancy, Req ID 021LY, Req ID021Y3 and Req ID 021Y7. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

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.

Hold a current driver's license.

Contact Officer: Emma Awizen (02) 5124 9582 emma.awizen@act.gov.au

Cancer and Ambulatory Services

Advance Care Planning

Advance Care Planning Project Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 33299, several - 021LY)

Gazetted: 23 March 2022

Closing Date: 11 April 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

Do you recognise how important it is for individuals to make decisions about their future healthcare, while they are still capable of doing so?

Are you a good communicator with a commitment to providing excellence in healthcare in the ACT?

Are you comfortable with discussing confronting issues?

Do you want to be part of a dynamic team?

If yes, this is the job for you.

As a member of the Advance Care Planning Program, you will be responsible for working with consumers, clinicians and stakeholders to proactively assist and manage Advance Care Planning.

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/> Advance Care Planning promotes care that is consistent with a person's goals, values, beliefs and preferences. It prepares the person and others to plan for future health care, for a time when the person may no longer be able to communicate those decisions themselves.

Effective planning is the best way to ensure that family and health professionals respect a person's wishes. In an emergency situation it provides hospital treating teams with the necessary information to make decisions in the patient's best interest in consultation with their chosen attorneys.

The Advance Care Planning Team is responsible for the implementation of a proactive approach to advance care planning across the ACT. This includes assistance with having the conversation, documenting wishes, training and education and quality improvement activities with key stakeholders.

ABOUT YOU

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

Behavioural Capabilities

1. Strong organisational skills with a high degree of drive.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet consumer needs.
3. The ability to communicate clearly and effectively in many mediums.
4. The ability to work effectively in a team environment.

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: These are temporary positions available for 10 months with the possibility of extension and/or permanency. This position is part-time at 32 hours per week and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only. Please note there are three advertisements running concurrently to fill this vacancy, Req ID 021LY, Req ID021Y3 and Req ID 021Y7. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Hold a current driver's license.

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.

Contact Officer: Emma Awizen (02) 5124 9582 emma.awizen@act.gov.au

Rehabilitation, Aged and Community Services**Oral Health Services****Principal Dental Assistant****Dental Assistant Level 3 \$81,466, Canberra (PN: 20546 - 021QC)**

Gazetted: 21 March 2022

Closing Date: 7 April 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 Oral Health Service (OHS) provides services from the ACT Community Health Centres as well as from Mobile Dental Clinics and the Alexander Maconochie Centre to eligible adults, children and Youths in the ACT.

The Principal Dental Assistant is responsible for the supervision and training of Dental Assistants and the provision of high-quality infection control protocols as part of a multidisciplinary team. This involves the application of knowledge, skills, professional judgement and initiative in the delivery of routine and complex Dental services, whilst promoting and delivering positive patient outcomes.

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.
2. Effective communication skills and the ability to develop and maintain networks.
3. Strong leadership.
4. Ability to adapt and problem solve in a changing environment.

Position Requirements/Qualifications:

Mandatory : Certificate IV in Dental assisting

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 : Certificate IV in Training and Assessment.

Note: This is a temporary position available for six 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.

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.

Contact Officer: Kireet Taneja (02) 5124 1732 Kireet.Taneja@act.gov.au

People and Culture**Executive****Director - Talent Acquisition Specialist****Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 57016 - 021PZ)**

Gazetted: 22 March 2022

Closing Date: 7 April 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 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/>.

We are searching for a skilled and experience Talent Acquisition specialist to identify workforce needs for our senior medical staff across the organisation. You will be proactive, well connected and capable of working independently as you seek out required talent and assist applicants through the recruitment and onboarding process until they start with us.

In this role you will be responsible for full-cycle recruitment including researching, sourcing, attraction, recruitment and onboarding of selected workforce resources.

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

You will be a champion of CHS's vision and goals and actively promote a shared commitment to the strategic direction. You will help to create recruitment strategies that are aligned with CHS objectives and likely future requirements.

You will understand CHS's role within the community and have a strong background and experience as a Talent Acquisition Specialist.

3. You will consult broadly to obtain buy-in and draw on the knowledge of key stakeholders within and outside CHS to develop relevant and contemporary recruitment campaigns to attract quality candidates to fill vacancies.

4. You will be an open communicator and have strong interpersonal relations with colleagues and stakeholders who is confidently able to initiate conversations and conduct follow up discussions.

5. You will have strong organisational skills with a high degree of drive, be adaptable and flexibility to accommodate competing demands.

6. You will have experience and skill in being an effective team collaborator and contributing to a successful team dynamic.

7. You will be familiar with social media, recruitment initiatives, job sizing and evaluation processes.

Position Requirements/Qualifications:

The successful applicant will ideally have a strong understanding of working in the Healthcare environment.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary for nine months with possibility of permanency.
Contact Officer: Kyra Maher 02 5124 9553 Kyra.Maher@act.gov.au

**Finance and Business Intelligence
Health Information Service
Clinical Records Officer**

Administrative Services Officer Class 2/3 \$59,813 - \$72,935, Canberra (PN: 25730 - 021CW)

Gazetted: 22 March 2022

Closing Date: 5 April 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 Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence, and the Health Information Unit.

The Health Information Service (HIS) is primarily responsible for the management and storage of the centralised Canberra Health Services clinical record and is based at Canberra Hospital.

The community-based Clinical Records Unit (CRU) is a subunit of the Health Information Service. The unit is responsible for managing clinical records for community-based services across several divisions. This includes tracking records to and from various sites and scanning records into the clinical record information system (scanning solution).

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 team environment as well as independently with minimal supervision,

Adaptability and flexibility to accommodate change,

Highly motivated with strong organisational skills and attention to detail.

Position Requirements/Qualifications:

Previous experience working in a clinical record service, medical practice or similar health environment is highly desirable.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Jodie Mackenzie 51241837 jodie.mackenzie@act.gov.au

Cancer and Ambulatory Services**Senior Manager, Innovation and Service Development****Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 18754 - 021GF)**

Gazetted: 22 March 2022

Closing Date: 7 April 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.

We are looking for a Senior Manager who is highly innovative with excellent project management and change management skills to help us achieve our vision of creating exceptional health care together. You will lead and support projects and quality improvement activities across the division, as well as support the Division's research strategy.

An important component of our vision of creating exceptional healthcare together is our focus on both patient and staff safety. The small Innovation and Service Development team you will be a part of has key deliverables including a new Cancer Wellness Centre and improved end of life care across Canberra Health Services. This team also takes leadership in supporting staff with policy development and implementing Clinical Care Standards.

Our attractive remuneration package is competitive, we also offer excellent employment conditions and benefits set out in our Enterprise Agreement, including:

Free Car Parking at most facilities including our main campus!

Salary Packaging

Annual Leave Loading

Generous Superannuation

Access to professional development programs

If you want to be a part of a team providing exceptional healthcare in a safe, supported and encouraging environment, come and join us for this six month temporary position with likelihood of extension and permanency.

POSITION OVERVIEW

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

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

These services are supported by a small team dedicated to innovation and service development. This incorporates policy development and management, risk management, quality improvement, introduction of new services and development of new models of care, supporting staff through accreditation and managing specific projects.

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:

Strategic thinking and political awareness

Strong interpersonal skills with ability to work with clinical and non-clinical staff

Adaptability and flexibility to accommodate change and provide responsive services to meet organisational objectives in a dynamic, clinical environment.

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of five years' experience working professionally in project management or policy development.

Relevant clinical experience e.g., nursing, allied health, or medicine is highly desirable.

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

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

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 six months with possibility of extension and permanency.

Contact Officer: Toni Ashmore 02 512 48512 Toni.Ashmore@act.gov.au

Rehabilitation, Aged and Community Services

Oral Health Services

Principal Dental Assistant

Dental Assistant Level 3 \$81,466, Canberra (PN: 14393 - 021EM)

Gazetted: 23 March 2022

Closing Date: 11 April 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 Oral Health Service (OHS) provides services from the ACT Community Health Centres as well as from Mobile Dental Clinics and the Alexander Maconochie Centre to eligible adults, children and Youths in the ACT.

The Principal Dental Assistant is responsible for the supervision and training of Dental Assistants and the provision of high-quality infection control protocols as part of a multidisciplinary team. This involves the application of knowledge, skills, professional judgement and initiative in the delivery of routine and complex Dental services, whilst promoting and delivering positive patient outcomes.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills.

Effective communication skills and the ability to develop and maintain networks.

Strong leadership.

Ability to adapt and problem solve in a changing environment.

Position Requirements/Qualifications:

Mandatory : Certificate IV in Dental assisting

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 : Certificate IV in Training and Assessment.

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

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.

Contact Officer: Kireet Taneja (02) 5124 1732 Kireet.taneja@act.gov.au

Cancer and Ambulatory Services

Advance Care Planning

Advance Care Planning Project Officer

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 46595, several - 021Y7)

Gazetted: 23 March 2022

Closing Date: 11 April 2022

Our Vision: creating exceptional health care together

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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

Do you recognise how important it is for individuals to make decisions about their future healthcare, while they are still capable of doing so?

Are you a good communicator with a commitment to providing excellence in healthcare in the ACT?

Are you comfortable with discussing confronting issues?

Do you want to be part of a dynamic team?

If yes, this is the job for you.

As a member of the Advance Care Planning Program, you will be responsible for working with consumers, clinicians and stakeholders to proactively assist and manage Advance Care Planning.

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Advance Care Planning promotes care that is consistent with a person's goals, values, beliefs and preferences. It prepares the person and others to plan for future health care, for a time when the person may no longer be able to communicate those decisions themselves.

Effective planning is the best way to ensure that family and health professionals respect a person's wishes. In an emergency situation it provides hospital treating teams with the necessary information to make decisions in the patient's best interest in consultation with their chosen attorneys.

The Advance Care Planning Team is responsible for the implementation of a proactive approach to advance care planning across the ACT. This includes assistance with having the conversation, documenting wishes, training and education and quality improvement activities with key stakeholders.

ABOUT YOU

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Behavioural Capabilities

1. Strong organisational skills with a high degree of drive.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet consumer needs.
3. The ability to communicate clearly and effectively in many mediums.
4. The ability to work effectively in a team environment.

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: These are temporary positions available for 10 months with the possibility of extension and/or permanency. This position is part-time at 32 hours per week and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only. Please note there are three advertisements running concurrently to fill this vacancy, Req ID 021LY, Req ID021Y3 and Req ID 021Y7. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Hold a current driver's license.

Contact Officer: Emma Awizen (02) 5124 9582 emma.awizen@act.gov.au

Women's, Youth, Children Community Health Program

Child and Adolescent Immunisation Team

Child and Adolescent Immunisation Registered Nurse

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 17732, several - 021NW)

Gazetted: 23 March 2022

Closing Date: 11 April 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 Child and Adolescent Immunisation Team

The Child and Adolescent Immunisation Team is part of the Division of Women, Youth and Children, Community Health Program's (WYCCHP) and delivers the High School Immunisation Program, Early Childhood Immunisation Program, Seasonal Infant Influenza Program and the Kindergarten Health Check. The Team work Monday to Friday, are credentialled to work across all areas of the Team and an allocation roster is provided. Due to some work being school term based there is additional opportunity to take annual leave during the school holidays if operational requirements are met.

High School Immunisation Program

All high school students in the ACT are offered free vaccinations in Year 7 and Year 10 as part of the National Immunisation Program. These are delivered in all ACT high schools and scheduled across the school year.

Early Childhood National Immunisation Program

The Early Childhood Immunisation Program provides immunisation to children six years or younger, according to the Australian National Immunisation Program Schedule. Immunisation occurs in dedicated, booked immunisation clinics across the ACT.

Kindergarten Health Check Program

All Kindergarten students who attend an ACT school are offered a Kindergarten Health check. The health check includes a physical component that is delivered in schools across the year and includes vision, hearing, height, weight, and BMI.

ABOUT YOU

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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:

Friendly, warm, caring and empathetic.

Strong organisational skills with a strong work ethic.

Good communication and interpersonal skills.

Able to work and collaborate with others in a close team environment.

Position Requirements/Qualifications:

Mandatory:

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

Current Driver's Licence

Hold a recognised immunisation qualification

Desirable:

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

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

Note: This is a permanent part-time position available at 24 hours per week (Wednesday to Friday). The full-time salary noted above will be paid pro-rata.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Louise Hawkins (02) 5124 1602 Louise.Hawkins@act.gov.au

Secure Mental Health Services

Dhulwa Mental Health Unit and Gawanggal Health Unit, CHS

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$129,103, Canberra (PN: 19788 - 021QG)

Gazetted: 23 March 2022

Closing Date: 6 April 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

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

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers, and other key services.

The Gawanggal Mental Health Unit (GMHU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. GMHU provides a range of contemporary, community focused rehabilitation interventions, programs, and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition. Both units are managed by the Forensic Mental Health Service program in the MHJHADS Division. These positions will provide senior nursing leadership for the clinical and administrative operations across both the DMHU and GMHU. This includes the day-to-day management of nursing care and the allocation of human and material resources to ensure the provision of safe, efficient, cost-effective, high-quality health care services. This position is primarily located within the Secure Mental Health Services. You may be required to work across all Adult Mental Health Inpatient Units to meet operational needs.

ABOUT YOU

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Behavioural Capabilities

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

1. Proven advanced clinical experience in a leadership role
2. Adaptability and flexibility to accommodate change and provide responsive services to meet patient and staff needs
3. Strong organisational skills with a high degree of drive

Position Requirements/Qualifications:

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

Minimum three years' experience working in a Mental Health clinical role.

Strong understanding of mental health services and demonstrated advanced clinical knowledge, skills and experience in the area of practice.

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:

Holds or is working towards post-graduate qualification in Mental Health Nursing.

Recent 12-month experience working within a secured mental health setting.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Approve for reference checks.

For more information on this position and how to apply "[click here](#)"

Contact Officer: Peta Kleinig 512 41863 Peta.Kleinig@act.gov.au

Strategy and Governance

Insurance and Legal Liaison Unit

Medico-Legal Coordinator

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 12213 - 0210I)

Gazetted: 23 March 2022

Closing Date: 6 April 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

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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/>

Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The division includes Policy and Planning, Risk, Insurance and Legal Liaison, and Government Relations areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community.

As Medico-legal Coordinator you will work as part of a small but dedicated team in supporting and coordinating medico-legal, coronial and claims related matters. You will be a conduit for the flow of information between the ACT Insurance Authority from an insurance perspective and the ACT Government Solicitor to assist in matters involving CHS.

ABOUT YOU

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Behavioural Capabilities

Self-motivated and ability to demonstrate initiative.

Ability to think strategically and influence others in responding to change, process, and practice improvement in a service environment.

Critical thinking and analysis, including ability to synthesise and communicate complex matters to a wide range of audiences.

Adaptability and flexibility to deal with quickly changing work environments.

Position Requirements/Qualifications:

Relevant

Minimum of five years' experience working professionally within a hospital environment is preferred.

Desirable:

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

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

Note: This is a temporary position available for six 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.

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

Contact Officer: Simon Fenton (02) 5124 9548 simon.fenton@act.gov.au

Cancer and Ambulatory Support (CAS)

Radiation Oncology

Radiation Therapist Area Supervisor

Radiation Therapist Level 4.2 \$138,589 - \$142,077, Canberra (PN: 11992 - 021DL)

Gazetted: 18 March 2022

Closing Date: 5 April 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 Radiation Oncology Department is located at the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for the ACT and surrounding regions cancer patients. The department is currently equipped with the latest technology including Varian TrueBeam and Edge linear accelerators, two dedicated CT Simulators, SXRT, Eclipse Treatment Planning System with HyperArc, HDR brachytherapy and Cloud based ARIA Oncology Information System.

The Radiation Therapist Area Supervisor (Planning) will work in close partnership with both the Director and Deputy Director of Radiation Therapy to optimise resource utilisation, workflow, efficiency and patient experience. With a strong focus on patient centred care the position is responsible for ensuring the safe, effective and efficient operation of the designated area, ensuring compliance with all relevant legal requirements, standards, codes of practice, procedures and policies.

From time to time, at the discretion of the Director and/or Deputy Director of Radiation Therapy, the occupant of this position may also be rotated to the at level position, Radiation Therapist Area Supervisor (Treatment).

ABOUT YOU

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

Behavioural Capabilities

Adaptability, decisiveness, and perseverance.

Problem solving and change capable.

Ability to build strong relationships.

Position Requirements/Qualifications:

A recognised tertiary qualification in Radiation Therapy, with a minimum of seven years postgraduate experience. Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia.

ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes.

The successful applicant will need to be available for occasional weekend on-call 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.

Desirable:

High level of proficiency using Eclipse Treatment Planning System

Contact Officer: Martin Seng 5124 2284 Martin.Seng@act.gov.au

Library & Multimedia

Assistant Director, Multimedia & Graphic Designer

Senior Officer Grade C \$113,397 - \$122,062 , Canberra (PN: 56916 - 0213N)

Gazetted: 15 March 2022

Closing Date: 29 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 focused on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Assistant Director, Multimedia and Graphic Designer leads and manages the operations and resources of the Multimedia team. The Multimedia team sits within CHS Library and Multimedia along with the Library team. The two teams work closely together and provide complementary services for our clients. Reporting to the Director, CHS Library and Multimedia, the position operates with a high degree of autonomy and is accountable for the team's output standards.

The Assistant Director, Multimedia and the Assistant Director, Acquisitions and Systems (Library) form part of the Director's newly formed leadership team.

Multimedia provides a wide variety of services for a diverse range of clients including CHS and Health Directorate staff, and faculty and students from the ANU in a timely and cost-effective manner. The position creates professional publications at commercial standards that conform with ACT Government and tertiary education requirements, digitally and in print. The team provides design services for clinical materials including conference research posters (printed and ePosters), journal image preparation and clinical tools (e.g., lanyard reference cards, staff reference guides). Other services include professional wide format, booklet and other specialised printing, laminating, binding, digital scanning, and pull-up banners. The Multimedia Manager also conducts training focusing on preparing content for effective research poster presentations, whether for print or digital display.

ABOUT YOU

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Behavioural Capabilities

Possess a creative and analytical mind and a passion for excellence in multimedia design with advanced skills in developing and delivering innovative design solutions, quality outputs and user-centric content for contemporary digital and traditional channels.

Ability to work independently with a commitment and passion for customer service outcomes.

Capacity to undertake high level research or review, including the preparation of reports, project plans and project artifacts.

An awareness of training principles and a knowledge of training resources required to support clients.

Position Requirements/Qualifications:

Relevant tertiary qualifications in multimedia and/or graphic design and a minimum of five years' experience working professionally in graphic and/or multimedia design is preferred. Experience in clinical design would be highly advantageous.

The ability to work flexibly with some out of hours work is required.

Graphic design and multimedia experience in a medical or health institution is highly desirable.

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

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

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: Michelle Woodcroft (+61) 0408 283 808 michelle.woodcroft@act.gov.au

University of Canberra Hospital Nursing Endorsed

Enrolled Nurse

Enrolled Nurse Level 1 \$65,056 - \$69,505, Canberra (PN: 39967 - 021MI)

Gazetted: 16 March 2022

Closing Date: 30 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/> University of Canberra Hospital is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population.

Apply to be part of the team that has established Canberra's first purpose-built rehabilitation hospital. Canberra's first purpose-built rehabilitation hospital supports people recovering from surgery or injury or experiencing mental illness.

The University of Canberra Hospital is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community-based rehabilitation services.

Nurses at this level work under the direction and supervision of the Registered Nurse, however at times the Enrolled Nurse retains responsibility for his/her actions and remains accountable in providing patient care.

ABOUT YOU

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Behavioural Capabilities

Self-motivated with the ability to organise and prioritise time.

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

Ability to work in a Multi-disciplinary team.

Position Requirements/Qualifications:**Mandatory:**

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

Desirable:

Current driver's licence.

Relevant qualifications and a minimum of two years' experience working professionally in Rehabilitation or Aged Care related area is preferred.

The successful applicant will need to be available to work a rotating roster including weekends and a proportionate amount of night shifts. You will be required to work across all ward areas at UCH.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Katie McKinnon (+61) 0422 303 091 katie.mckinnon@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

Education and Training Services**CIT Trade Skills****Construction Trades Technical Officer**

Technical Officer Level 2 \$66,857 - \$76,559, Canberra (PN: 52347)

Gazetted: 22 March 2022

Closing Date: 5 April 2022

Details: CIT is seeking a full-time Technical officer Level 2 to perform educational support, administrative and purchasing duties within the Construction trades teaching area.

The position requires the ability to work with teaching staff to order and move, store and prepare materials, maintain and arrange servicing for a variety of plant and equipment, maintain WHS complaint facilities, develop instructions for safe plant and equipment use, maintain records for accounting and stock management, as prescribed in the position statement.

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 LGBTQ+ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations / Licencing:

Current Drivers

Forklift Licence

Certificate III in Fitting and Machining Trade, or equivalent Desirable:

Experience in an educational or industrial institution

Notes: This is a temporary position available immediately for 11 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to Apply: Please 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: Karen Abel (02) 6205 3820 Karen.Abel@cit.edu.au

Education and Training Services

CIT Trade Skills

N/A

Storeperson

General Service Officer Level 6 \$62,023 - \$64,843, Canberra (PN: 54399, several)

Gazetted: 21 March 2022

Closing Date: 31 March 2022

Details: Canberra Institute of Technology (CIT) is seeking a number of full-time store persons within the Trade Skills College. Potential candidates will need a strong background in storeroom organisation and management and the ability to follow procedures to purchase equipment. A competent level of digital literacy and experience in construction trades is desirable.

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

Eligibility/Other requirements:

Mandatory qualifications and/or registrations/licencing:

Current drivers licence

Current High Risk licence required for the operation of a forklift

Desirable:

Experience working in a stores environment

Construction trades experience

Note: There is one permanent position available and one temporary position available for 12 months with the possibility of extension up to five years. A Merit Pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

Temporary employment offered as a result of this advertisement may lead permanency/promotion as per the *Public Sector Management Standards*, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to Apply: All applicants are required to provide:

a written response to the Selection Criteria

a current curriculum vitae

two referee reports (template available from www.jobs.act.gov.au, search for referee report)

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrian Clarke (02) 6205 2280 Adrian.Clarke@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

**Executive Group Manager (Chief Operating Officer), Access Canberra
Temporary Vacancy (9 May 2022 to 9 June 2022)**

Chief Minister, Treasury and Economic Development Directorate

Access Canberra

Position: E847

(Remuneration equivalent to Executive Level 2.3)

Circulated to: ACTPS Senior Executive List

Date circulated: 18 March 2022

Are you looking for an opportunity to develop or grow your senior executive skills by managing an operationally diverse and busy agency that performs both regulatory and customer service functions, and is the front face of the ACT Government? If so, an exciting short-term relief opportunity as the Chief Operating Officer (Executive Group Manager) is coming up within Access Canberra from 9 May to 9 June 2022.

Access Canberra is all about providing people with easy access to ACT Government services, payments and information, while offering a great customer experience and delivering timely regulatory compliance outcomes to achieve our vision of a safe and liveable city. We seek to help community organisations, business and individuals engage with the ACT Government and constantly look for new ways to deliver our services to make them simpler, easier and quicker. We actively apply a risk-based approach to harm to support regulatory compliance outcomes to best protect our community, citizens and the environment across a broad range of areas to help build a strong economy, safe community and sustainable environment. Access Canberra also plays an important role in supporting the government's response to COVID-19.

The Chief Operating Officer position reports directly to the Head of Access Canberra and is responsible for managing day-to-day operations right across the agency. In this role you will lead and support the Access Canberra executive group to deliver outcomes for government and our community. The role demands effective engagement with our Minister/s, key external stakeholders including unions, and the ability to apply sound judgement and a high level of integrity to all work. The role also plays a primary role in managing corporate matters relating to the operations of the agency and representing Access Canberra at key inter-directorate meetings and working groups. For further information please see the Executive Capabilities attached.

To apply: If you have what it takes and are up for a challenge that will take your leadership and organisational skills to the next level, please send a pitch of no more than one page along with a copy of your current curriculum vitae to David Pryce via email, ACOfficeoftheDDG@act.gov.au by COB Friday 25 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 \$315,479 - \$329,577 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$281,963.

Contact Officer: David Pryce ACOfficeoftheDDG@act.gov.au

Access Canberra

Transport Licensing

Medical Management Team

Medical Management Team Case Manager

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 12565)

Gazetted: 21 March 2022

Closing Date: 4 April 2022

Details: Are you looking for an opportunity to utilise your skills in the delivery of quality customer service and to assist with sound decision making, based on legislation? Would you like to join a positive and passionate team?

The Medical Management team is a high performing team focused on quality outcomes and customer centric service delivery in a fast-paced environment. The Medical Management team process and manage all drivers licence medicals, commercial heavy vehicle driver assessments as well as ongoing complex medicals that impact a person's ability to drive safely.

The successful applicant will possess the following attributes and be able to meet competing demands in a busy operational environment:

Self-management – managing priorities, timelines, and deliverables to meet deadlines.

Communicating with influence –producing high quality communication suited to the audience.

Records management – making sure accurate records are kept to support evidence based decision making processes.

Customer service – providing high quality customer service in a regulatory environment.

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

Notes: 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 review the Position Description for more details. Please submit the following:

A two-page pitch detailing why you are the best person for the role addressing the Selection Criteria in the Position Description.

A current curriculum vitae which includes details of your work history, qualifications and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Candy Richards (02) 6207 7018 Candy.Richards@act.gov.au

Access Canberra

Engagement, Enforcement and COVID 19 Response

Parking Operations

Parking Operations Team Leader

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 40422, several)

Gazetted: 21 March 2022

Closing Date: 4 April 2022

Do you have a keen interest in road and public safety? Are you willing to promote this through community engagement, education and compliance activities? Can you lead, support, and develop a team to achieve common goals? If your answer is yes to all these questions, you may be the person we are looking for.

Access Canberra Parking Operations is seeking enthusiastic and dedicated applicants to fill the role of Team Leader, Parking Operations. This role would see you leading, supporting, and developing a team of Parking Information Officers conducting field activities in accordance with Road Transport Regulation. Team Leaders are required to follow procedures, use a variety of IT software systems, complete administrative duties, and apply innovative ideas to help achieve road safety compliance. As an Authorised Officer, successful applicants will be required to identify, investigate and respond to reports of unsafe and illegal parking in the field and an office environment. Effective communication skills are required to professionally convey Access Canberra's position in relation to parking matters to, at times, agitated members of the public. High levels of emotional intelligence and resilience will be required and the promotion of both team and community safety forms a significant part of this role.

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: You must be an Australian citizen or permanent Australian resident to be appointed as an Authorised Person under Road Transport Legislation. A current driver's licence is also required. You may be required to undergo a health assessment prior to employment.

Notes: There are several temporary positions available for six months with the possibility of extension and/or 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. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description and job advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge, and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application of no

more than one page, in the form of a pitch, indicating your capacity to perform the duties and responsibilities at the specified classification and responding to the statement below. Please include contact details of at least two referees and current curriculum vitae.

Outline your ability, ingenuity, experience, and qualifications and how they make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeanne Eri (02) 6205 3469 Jeanne.Eri@act.gov.au

Communication & Engagement

Strategy and Creative

Strategic Engagement

Digital Communications Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 38801)

Gazetted: 18 March 2022

Closing Date: 25 March 2022

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Communication and Engagement Division is looking for an enthusiastic Digital Communication Officer to help manage the ACT Government's engagement platform YourSay Conversations. You will work with officers from other directorates ensuring quality content is published on the platform, providing reporting and evaluation of engagements, maintaining governance and privacy of data, and supporting directorates with their community engagements.

You will:

Provide support for and daily management of the YourSay Conversations platform including: working with other directorates to ensure quality content is online; providing practical engagement advice to directorates; monitoring engagement activity on YourSay; monitoring and report on the analytics, user-experience and overall performance and sentiment of YourSay Conversations and engagements; providing strong governance for the YourSay Conversations platform; maintaining the privacy of data in line with the YourSay and CMTEDD Privacy Policies; and develop and send e-newsletters and other communications tools internally and externally.

Develop appropriate digital tools and templates to support and report on engagement activities, identifying potential issues and develop appropriate responses.

Work with other teams in the Division to coordinate engagement or other priority campaigns.

Support and participate in best practice communications and engagement response at the Public Information Coordination Centre (PICC) in times of a territory emergency.

This position does not involve direct supervision of staff.

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

Eligibility/Other requirements: The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

Strong skills in contemporary techniques for creating user-centric content for various channels, including writing, curating and publishing content for a variety of audiences.

Understanding of and experience in HTML, CSS, and User Experience (UX)/UX expertise.

Demonstrated understanding of accessibility, usability and best practice content design and ability to create effective, easy to understand content that meets accessibility requirements.

Behavioural Capabilities

Demonstrated experience in publishing high quality digital content and managing digital channels and platforms
Adaptability to changing circumstances and successfully managing multiple priorities and demands, in a dynamic, complex and diverse environment.

Ability to establish and maintain productive working relationships with internal and external stakeholders, through collaboration, engagement, responsiveness and influence.

Understanding of, and demonstrated commitment to, the implementation of the ACTPC Values, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety initiatives.

Qualifications

Relevant tertiary qualifications and minimum of two years' experience working professionally in digital communications is preferred.

The ability to work flexibly with some out of hours work is required.

Notes: This is a temporary position available from 19 April 2022 to 14 April 2023.

How to Apply: Applications should be submitted via the Apply Now button below.

Please respond with:

A two-page pitch outlining your suitability for the role, using the Selection Criteria as a guide. The pitch should 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.

Your curriculum vitae.

Contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jo Mulligan (02) 6205 9137 Jo.Mulligan@act.gov.au

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

Chief Minister

Office Manager

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 37566)

Gazetted: 18 March 2022

Closing Date: 5 April 2022

Details: If you want to be part of an exciting team working to further expand and diversify the ACT's economy and building the ACT's international reputation, please consider this position. The Office of International Engagement (OIE) is seeking a Senior Administration Officer (ASO6) to manage the day to day operations of the OIE as our Office Manager.

The position will provide executive support to the Commissioner for International Engagement, financial management, manage brief writing and work flows as well as support other international-engagement activities of the OIE as required.

If you like working in a small team, think strategically and tactically and have a bias for office management, and you are skilled in building relationships, we would like to hear from you.

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

Notes: Previous applicants need not apply as their applications will be considered.

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two page written response to support your application on how your skills and experience will benefit the Office of International Engagement in delivering its objectives. Please ensure your response provides evidence of your suitability for the role including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities. You will be asked to attach a current Curriculum Vitae and provide details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brendan Smyth (02) 6207 8976 Brendan.Smyth@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.

Access Canberra

Construction, Utilities and Environment Protection

Lease Compliance and Occupational Licensing and Builder, Builder Surveyor Licensing

Compliance/Licensing Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 15487)

Gazetted: 18 March 2022

Closing Date: 1 April 2022

Details: Access Canberra is a one stop shop for a variety of government services. Access Canberra is home to a dedicated Branch called the Construction, Utilities & Environmental Protection Branch. The Branch is responsible for construction regulation in the ACT, Access Canberra is on the lookout for a highly motivated and reliable candidate to fill the role of Compliance/Licensing Officer.

There are two teams within the section, the Lease Compliance and Occupational Licensing team (LCOL) and the Builder, Building Surveyor Licensing team (BBSL) who work alongside each other closely.

The Lease Compliance Team LCOL is responsible for compliance activities in relation to building and development covenants contained within Crown leases, the covenants require lease holders to commence development and complete development within specified timeframe. Lease holders are in breach if they fail to comply. The team is also responsible for the processing of Extension of Time applications and the issuing of Commercial Compliance Certificates under the *Planning and Development Act 2007* and *Planning and Development Regulations 2008*. LCOL and BBSL process licences and registrations under a variety of legislation including the *Construction Occupations (Licensing) Act 2004*, the *Architects Act 2004* and the *Work Health and Safety Act 2011*. The team performs these functions on behalf of statutory officers: the Construction Occupations Registrar, the ACT Architects Board and the Regulator of Work Health and Safety.

Licensable occupations include Builders, Building Surveyors, Electricians, Plumbers, Gasfitters, Asbestos Assessors, Architects, General Construction Induction Cards and Plant Item registrations.

These sections are also responsible for providing administrative support to the compliance and regulatory teams of Access Canberra in relation to the above occupations.

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: 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 based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the Position Description. Please provide a current curriculum vitae, and one completed referee report.

Applications should be submitted via the Apply Now button below.

Shared Services

Commercial Services

Digital Records Support

Senior Advisor, Digital Records Projects

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 46923)

Gazetted: 21 March 2022

Closing Date: 4 April 2022

Details: Digital Records Support is seeking a dynamic and skilled professional to fill the role of Senior Advisor to help with the delivery of digital recordkeeping projects across the ACT Government. You will possess excellent communication skills with the ability to liaise with a wide range of stakeholders and vendors. To be successful in this position, you will display initiative and attention to detail and have demonstrated experience, knowledge and skills in critical analysis, research and project management coupled with exceptional organisational skills and an interest in keeping up to date with current digital records and information management practices.

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

How to Apply: Please provide a two-page pitch outlining your skills against the Selection Criteria and a curriculum vitae with referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda McCormack (02) 6207 5259 Amanda.McCormack@act.gov.au

Workforce Capability and Governance

Secure Local Jobs Branch

Secure Local Jobs Code

Senior Director Assessments and Compliance

Senior Officer Grade A \$155,107, Canberra (PN: 46504)

Gazetted: 18 March 2022

Closing Date: 1 April 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 position of Senior Director, Assessments and Compliance 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 Director, Assessments and Compliance 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 on leading two sections, the Compliance, and the Assessments sections of the Secure Local Jobs Code branch. Extensive experience in, and a solid understanding of compliance and enforcement, will assist the occupant to supervise investigations, prepare detailed reports and recommendations from investigations, and undertake delivery of information activities to help educate stakeholders on compliance obligations. In addition to overseeing the complex compliance and enforcement work you will lead a team of assessors that undertake complex regulatory assessments in support of Territory procurements. Experience in fast paced regulatory assessment environments will support the successful applicant in managing the core functions of the SLJC branch.

You will respond to complex questions of interpretation about the Secure Local Jobs Code from both internal and external stakeholders. You will oversee the conduct of 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. The position is fast paced with a wide variety of responsibilities requiring the successful candidate to apply high-level problem-solving skills, sound judgement, and excellent communication skills, while working flexibly and efficiently to achieve the Secure Local Jobs Code Branch's deadlines and goals.

To fill this role, you'll have extensive experience leading Regulatory and Compliance Teams, working with both internal and external stakeholders where you put the 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

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.

Eligibility/Other Requirements: Qualifications in Investigations (Certificate IV/ Diploma in Government Investigations) are mandatory as this position is the Senior lead for branch investigations and compliance activities.

Note: 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. This position works in an activity-based working environment (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The contact officer for this position is Jen Campbell and 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 CV 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.

Contact Officer: Jen Campbell jenA.campbell@act.gov.au (02) 6207 3867

**Economic Development Directorate
Sport and Recreation**

ACT Academy of Sport (ACTAS)

ACTAS Athletic Performance Coach & Scientist

Professional Officer Class 1 \$63,614 - \$88,207, Canberra (PN: 56062)

Gazetted: 17 March 2022

Closing Date: 7 April 2022

Details: Sport and Recreation Services is seeking an enthusiastic and experienced person to join our ACT Academy of Sport (ACTAS) team as an Athletic Performance Coach & Scientist. The successful applicant will be a team member delivering athletic performance and sport science services to up to 120 talented athletes from Olympic, Paralympic and Commonwealth Games sports. The successful applicant will operate in a dual role delivering strength and conditioning services and provide sport science services in a development capacity.

Eligibility/Other Requirements:

Relevant Undergraduate qualifications in Sport Science / Physical Education or equivalent.

Australian Strength and Conditioning Association (ASCA) Level 2 Accreditation and ASCA Pro Scheme Membership.

Exercise and Sport Science Australia (ESSA) - Level 1 Accredited Sport Scientist (ASpS1)

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.

ACTAS operates on the Australian Institute of Sport (AIS) campus in the suburb of Bruce. As a tenant on the AIS campus all ACTAS personnel must adhere to the AIS High Performance Zone Vaccination Policy which requires two doses of an approved COVID-19 Vaccine.

If accessing High Performance Zones, evidence of vaccination must be readily accessible, should you be asked to provide this whilst onsite.

How to Apply: Applicants are asked to please submit a cover letter, curriculum vitae and written address of Selection Criteria (i.e., What you require: Professional / Technical Skills & Knowledge and Behavioural Capabilities) located within the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Krystle Tate, Krystle.tate@act.gov.au 0418620582

Economic Development

National Arboretum Canberra and Stromlo Forest Park Branch

Indigenous Visitor Services Officer (Casual)

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: C11723)

Gazetted: 21 March 2022

Closing Date: 11 April 2022

Do you enjoy delivering engaging public tours, local Ngunnawal programs, workshops, programs and sharing your Indigenous Australian cultural knowledge? Do you enjoy talking to people and delivering fantastic customer service? Do you enjoy working as part of a team in a dynamic work environment within a world class facility? The National Arboretum Canberra and Stromlo Forest Park Branch acknowledges the traditional custodians of the ACT, the Ngunnawal people. The branch promotes a culturally safe work environment that supports reconciliation through a range of commercial and community activities. We are looking for an Aboriginal and/or Torres Strait Islander person who is enthusiastic and motivated to join our Casual Visitor Services team.

The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world that are cultivated for conservation, education and recreation. The primary focus of the Visitor Services team is providing high quality and pro-active customer service to all visitors while working at Village Centre Information Desk; and delivering interpretive experiences across the site to visitors of all ages. The successful applicant will have experience working in a busy and dynamic environment, capably managing competing demands and emergency situations.

The Indigenous Visitor Services Officer (casual) role supports the delivery of local Ngunnawal programs, Indigenous Australian cultural programs, Ngala bus, tourism programs, walking tours, school holiday, educational programs and more. They will work closely with the Education Officer and Indigenous Education and Bookings 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: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Current driver's licence, with ability to obtain a public 'O' bus licence.

Current First Aid Certificate, or ability to obtain.

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/s/article/working-with-vulnerable-people-wwvp-registration-tab-overview>

Ability to undertake manual handling as required

Minimum four days per week (combining weekdays and weekends/public holidays). Successful candidates will likely be rostered for two to three shifts per week, as directed by the Arboretum's operational requirements.

Notes: This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata. We will be offering two information sessions, one virtual and another in person at the Arboretum to assist applicants with applying for a role in the ACTPS and writing targeted responses. If you are interested in attending these, or have any questions about the position, please get in touch with the contact officer to find out more. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Provide the following:

A current curriculum vitae (your work history).

Contact details of least two referees.

A written response of up to one page focusing on the situation, what you did in the situation and the outcomes for your examples. Answer the following two (2) questions:

1. Tell us about a time you delivered a tour, outlining:

Which cultural resources or elements you used

Your audience

Key outcomes of the tour.

2. Tell us what interests you in the role, and the experience and skills you could bring to the team.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cally Earnshaw (02) 6207 9347 Cally.Earnshaw@act.gov.au

Corporate

Corporate Management

Corporate and Coordination Services

Coordination and Reporting Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 35903)

Gazetted: 23 March 2022

Closing Date: 6 April 2022

Details: CMTEDD Corporate is looking for an enthusiastic and experienced officer to provide a coordination role within the team. This role is also responsible for providing reporting functions for the Corporate Group and for maintaining the Corporate Group information on the directorate's intranet. The role also assists the Lead in coordinating and preparing the CMTEDD Annual Report, Budget Statements and Statement of Performance. You will need to have excellent communication and negotiation skills, an eye for detail and an ability to work to deadlines.

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

How to Apply: 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: Imogen Davis (02) 6205 2733 Imogen.Davis@act.gov.au

Access Canberra**Licence and Registration****Vehicle Safety Standards****Vehicle Inspector****General Service Officer Level 8 \$72,451 - \$76,559, Canberra (PN: 03181)**

Gazetted: 21 March 2022

Closing Date: 4 April 2022

The Vehicle Safety and Standards section and the Vehicle Inspection and Technical Unit (VITU) are responsible for Vehicle Inspections and vehicle safety compliance held at the Hume Motor Vehicle Inspection Station which includes light vehicles, all heavy vehicles, public vehicles and modified vehicle inspections. All vehicle Identity checks are also completed at the Hume Inspection Station.

Vehicle Inspectors conduct roadworthy inspections for all types of motor vehicles and trailers. Vehicle Inspectors also perform On-Road vehicle inspections and compliance and are responsible for the education and compliance for vehicle safety matters including members of the public, industry and other internal business unit and external communities.

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:

Minimum Automotive Trades (Mechanic) Certificate 3 or equivalent.

Good applied understanding of Vehicle Safety Standards and vehicle registration requirements.

A current C class driver's licence.

This position does require a pre-employment medical

This position does not require a Working with Vulnerable People Check.

This position does not involve direct supervision of personnel.

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: 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, Division, Access Canberra and ACT Government based on the ACT Government Signature Values and Behaviours and the Access Canberra Culture described in the Division Overview

To apply for this role submit a written application, in the form of a pitch of no more than two pages, addressing the two statements below.

Detail your greatest achievements in the last five years and how they relate to this position and its duties.

Detail your demonstrated ability, ingenuity, experience and qualifications making you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leonard Archer (02) 6207 7011 Leonard.Archer@act.gov.au

Treasury**Budget, Procurement and Infrastructure and Finance****Senior Director, Procurement Capability, Governance, Systems and Communications****Senior Officer Grade A \$155,107, Canberra (PN: 01502)**

Gazetted: 21 March 2022

Closing Date: 28 March 2022

Details: Are you passionate about driving change and improvement? Do you want an opportunity to develop strategic learning and development initiatives? Are you looking for a new frontier to put your, communications, and engagement skills to use?

Procurement ACT is looking for an experienced leader to join our team for a temporary, non-ongoing position to lead targeted and meaningful initiatives to increase and support better procurement outcomes across the ACT Public Service.

We operate in a fast paced and dynamic environment to develop and implement procurement related documentation, engagement, reporting, capability initiatives and training to support officers undertaking procurement across the service. Our aim is to drive improved procurement outcomes for the Territory through capability and training. Our team believes in solving problems through collaboration, supporting innovation, while also injecting fun into what we do.

Our ideal candidate is a leader who can manage projects to tight deadlines, engage productively with a broad range of stakeholders, write effective briefs, policy and guidance documents, think outside the square to engage thoughtfully with risk, and help lead and mentor the policy. While an understanding of government procurement, and in particular, the ACT Government procurement framework is highly desirable, it is not mandatory.

In return, we will offer you a supportive and professional team environment that allows you to develop strategic packages of work, pitch exciting ideas and continue to build on your skills to advance your career to the next level. If driving innovation and supporting the ACT Government to deliver better outcomes to the community through procurement is your dream and you want to be part of a supportive and high performing team, Procurement ACT wants to hear from you!

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

Notes: This is a temporary position available immediately until 27 May 2022 with the possibility of extension up to six months. A Merit Pool will be established from this selection process and will be used to fill similar vacancies over the next 12 months.

Selection may be based on application and referee reports only. This position is in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. This position is available to ACT Government officers and employees only.

How to Apply: Please provide a current curriculum vitae and one page pitch.

Applications should be submitted the Contact Officer.

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

Digital, Data & Technology Solutions

Strategic Business Branch

Portfolio Delivery Office

Program Manager

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 16337)

Gazetted: 22 March 2022

Closing Date: 15 April 2022

Details: The Program Manager role is part of a multi-disciplinary team within Strategic Business Branch, Portfolio Delivery Office. This role will be required to lead and manage a team of project managers and other professionals, responsible for delivering a variety of ICT and business projects across the organisation. You will be required to coordinate and support a suite of project delivery activities, including program and project outcomes, quality assurance, budgets, resource management and governance, on behalf of ACT Government Directorates. This position is the senior contact point for all key stakeholders for project activities. To be successful in this position, you will have a proven record in successful program delivery, exercising both initiative and judgement in the interpretation of Programme Management practices and procedures and provide detailed technical, professional and governance advice for complex problems.

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

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

Note: The role includes the requirement to attend sites that are subject to vaccination mandates under a public health direction, the successful candidate must be willing and able to comply with all relevant public health directions in the performance of the advertised role. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply:

Please submit a written response of no more than two pages. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (What You Will Do). Your pitch

should detail your greatest achievements and how they relate to this position and its requirements. Your pitch should also address your ability and experience and what you can bring to the role.

A current curriculum vitae

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Burnet 0430 170 800 Andrew.Burnet@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services

Communications and Customer Experience

Senior Content Creator

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 57032)

Gazetted: 22 March 2022

Closing Date: 8 April 2022

Details: Hey you. Yes, you, the person reading this ad. Do you want:

a job you're excited to go to each day

freedom to create diverse and interesting content

people to understand that your role as a writer is about more than checking grammar

to be surrounded by people who prioritise accessibility?

If you nodded your head as you read that list, have we got an offer for you!

In the Communications and Customer Experience team you'll be surrounded and supported by colleagues who know creating content is as much of a science as it is an art and understand that creativity is essential to engage an audience.

As Senior Content Creator you'll design, develop, and deliver customer-centric content for a range of channels and media. Your goal each day is to find creative ways to get our customers to engage with ICT news and information—anything from staying clear of security risks through to installing a software update.

Our primary focus is written content for email and web, but we know sometimes an infographic can speak a thousand words and a video can demonstrate a process more clearly than a screenshot.

We expect your approach to content creation:

is evidence-based

puts accessibility first

aligns with best practice.

We value creativity and collaboration. When we say we are open to trying new things we really mean it. We want you to excel at what you do well, and we'll support you to develop new skills and challenge yourself with continued professional development.

We're happy to consider part-time arrangements for this job.

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:

three to five years' experience in a communications or content creation role.

Tertiary qualification in communications or a relevant, transferrable field would be highly regarded but is not essential.

Note: 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:

Your application should include:

a one-page pitch that demonstrates why you're the right person for the job

a current CV with two references (including your current supervisor)

optional - up to three examples of content pieces you're proud of.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Carlill (02) 6205 0158 Melissa.Carill@act.gov.au

Access Canberra**Engagement, Compliance and COVID-19 Response****COVID-19 Compliance****Engagement and Compliance Officer****Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 48972, several)**

Gazetted: 22 March 2022

Closing Date: 29 March 2022

Details: Would you like to support our community and business navigate the COVID-19 restrictions and support community safety? Do you have strong interpersonal skills and have the ability to educate and engage with local businesses? Do you work well in a team and individually and proactively look for solutions to problems? Do you enjoy a mix of field-based work as well as office work? Then this may be the opportunity for you! Access Canberra plays a proactive role in supporting businesses' compliance with the Public Health Direction by undertaking proactive checks at venues and engaging and educating businesses. To date Access Canberra has undertaken significant number of proactive business engagements. The role of this team is critical as it enables businesses to operate, and our community to attend them, safely.

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:

Skills/experience needed:

You will be required to work outside of business hours – such as evening and weekends – as well as during the standard working day.

You will be confident to engage and educate businesses through strong communication skills.

You will have experience in, or the ability to, undertake compliance audits, inspections and investigations at a similar level is ideal.

You will be flexible in how you approach your work and be able to plan and prioritise workflow both individually and in a team environment.

You will provide support to the team where required.

You will have experience working in an operational Directorate/agency.

You must hold a current full driver licence.

Notes: This is a temporary position available until 30 June 2022 with a possibility of extension or permanency.

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

How to Apply: Send through a copy of your curriculum vitae and one completed referee report. Send us a 'pitch' of no more than two pages outlining why you are interested in the opportunity and how your skills and experiences will be of benefit to the team and the COVID-19 response.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Lawton (02) 6207 2919 Natalie.Lawton@act.gov.au

Access Canberra**Corporate Support and Capability****Strategic ICT****Project Manager****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 14419, several)**

Gazetted: 22 March 2022

Closing Date: 12 April 2022

Access Canberra's Strategic ICT team is seeking applications for the position of Project Manager to successfully coordinate and manage a variety of interesting projects.

This is an exciting opportunity to be part of a dynamic team environment designing and delivering projects that will benefit the ACT community. As part of this, you will work closely with various areas within Access Canberra, key Directorate stakeholders and vendors.

The successful applicant will demonstrate well developed liaison, organisational and administrative skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision.

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 tertiary qualifications are highly desirable.

Competency in the use of relevant Project Management tools and techniques.

Notes: This is a temporary position available 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.

How to Apply: To apply please provide a two-page pitch addressing the Selection Criteria outlined in the Position Description, a copy of your current curriculum vitae and contact details of two referees. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maryam Howe (02) 6207 2074 Maryam.Howe@act.gov.au

Digital, Data, and Technology Solutions (DDTS)

Strategic Business Branch

DDTS Finance Partners

Director, Budgeting, Reporting and Assets

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 01906)

Gazetted: 23 March 2022

Closing Date: 30 March 2022

Details: We are seeking a high performing management accountant who is looking to take the next step in their career as the Director of Reporting, Budgeting and Assets for the Digital, Data and Technology Solutions (DDTS) Group.

The successful applicant will be responsible for leading a team of finance professionals in the provision of reporting, budgeting, asset management, finance partnering, and advisory services to a wide variety of stakeholders across the ACT Government.

We are looking for self-motivated individuals who can absorb information and learn new skills quickly, operate well under pressure, and excel when given the freedom to deliver on tasks with limited management guidance. This role will suit someone who enjoys a high level of variety or who has a natural affinity with IT, with the role focussed on supporting the ACT Government complex and constantly evolving IT environment.

You will join a tight-knit team and will be responsible for continuing to shape a positive culture that supports continuous improvement and improved financial literacy through the delivery of coaching to staff, and training on financial principles more broadly across DDTS.

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

Eligibility/Other Requirements:

Tertiary qualification in an accounting/finance discipline and a minimum of 5 years relevant experience in reporting, budgeting, costings, or audit is highly desirable.

CAANZ or CPA Australia membership or substantial completion of required coursework is highly desirable.

Successful applicants will be required to currently hold or be able to obtain and maintain an ACT Government Baseline Security Clearance.

Applicants must have either Permanent Residency or Australian Citizenship to apply for this role.

Note: The ACT Government is a leader in the adoption of flexible work practices with several options available to staff via negotiation with their manager, including flexible working hours, work from home arrangements, and recovery leave options. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: To apply for this position please provide a short pitch of no more than two pages outlining why you are interested in this role, what you offer the agency, your skill set, relevant career history, achievements, and leadership attributes. You should consider the *Professional/ Technical Skills* and *Behavioural Capabilities* listed in the Position Description when completing your pitch.

You will also be required to provide a copy of your curriculum vitae and proof of tertiary qualifications/professional memberships when completing your application.

A referee report will be requested upon completion of the interview process. Please let us know in advance if you wish to be contacted prior to referee reports being sought.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lewis Hayward (02) 6207 5615 Lewis.Hayward@act.gov.au

BUDGET, PROCUREMENT AND INFRASTRUCTURE AND FINANCE (BPIF)

Procurement ACT

Procurement Policy and Capability Branch

Senior Director, Procurement Policy

Senior Officer Grade A \$155,107, Canberra (PN: 01455)

Gazetted: 21 March 2022

Closing Date: 11 April 2022

Details: Are you passionate about driving positive policy outcomes? Are you looking for an opportunity to apply your honed policy skills to solve some of the wicked problems that impact the Canberra community?

Procurement ACT is looking for an experienced leader and policy practitioner to be part of our team in leading innovative and meaningful whole of government procurement policy.

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

Our ideal candidate is a leader who can manage projects to tight deadlines, engage productively with a broad range of stakeholders, write effective briefs, policy and guidance documents, think outside the square to engage thoughtfully with risk, and help lead and mentor the policy. While an understanding of government procurement, and in particular, the ACT Government procurement framework is highly desirable, it is not mandatory.

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

If joining a super policy team has been on your to-do list, what are you waiting for?! Send us your application toady!

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

Notes: This is a temporary position available immediately up until 31 August 2022, with the possibility of permanency. Selection may be based on application and referee reports only. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please provide a copy of your curriculum vitae and respond to each of the Selection Criteria in the Position Description in a maximum two page pitch.

Applications should be submitted via the Apply Now button below.

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

City Renewal Authority

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

Place Experience and Communications

Executive Branch Manager, Place Experience and Communications

Executive Level 1.2 \$227,836 - \$237,649 depending on current superannuation arrangements, Canberra (PN: E1233)

Gazetted: 23 March 2022

Closing Date: 13 April 2022

Details: Applications are invited for the position of Executive Branch Manager, Place Experience and Communications, with the City Renewal Authority (CRA), in Canberra, ACT.

The CRA is established under section 7 of the *City Renewal Authority and Suburban Land Agency Act 2017* (the Act) and regulated by Parts 8 and 9 of the *Financial Management Act 1996* (FMA), s. 50 of the *Planning and Development Act 2007* and the *Public Sector Management Act 1994* (PSMA).

The objectives of the CRA are set out in section 8 of the Act and include:

the encouragement and promotion of a vibrant city through the delivery of design-led, people-focused urban renewal

the encouragement and promotion of social and environmental sustainability, and operational effectiveness, delivering value for money using sound risk practices.

The CRA's 2025 Strategic Plan sets out the key directions and goals for the Authority. A copy of the plan can be accessed here.

The Executive Branch Manager, Place Experience and Communications provides strategic leadership and expert advice in relation to all aspects of Communications, Engagement, Marketing, Activation and Place Presentation to the Authority. Reporting directly to the Chief Operating Officer, the Executive Branch Manager, Place Experience and Communications is the senior executive accountable for communications and engagement functions, as well as all aspects of place management, presentation, marketing, and activation.

The role is also a single point of accountability for consulting, planning and delivery of services funded by the City Centre, Marketing, and Improvement Levy. The role includes strategy development; effective consultation and engagement with key internal and external stakeholders; review and formulation of implementation of marketing and engagement action plans to support implementation of the CRA's renewal program.

The Executive Branch Manager, Place Experience and Communications supports the CEO and the Authority Board in anticipating and responding to a broad range of communication and engagement needs and demands, to ensure the achievement of the CRA's objectives and programs. The position plays a central role in how the CRA establishes and sustains its partnerships with other ACT Directorates, industry, and the broader community.

The role is also a focus for identifying and communicating innovation and creativity across the different elements of the agency's work.

Further information on the City Renewal can be found at: www.act.gov.au/cityrenewal.

Eligibility/Other Requirements: Formal qualifications in Marketing and/or Communications, combined with at least 10 years' relevant senior management experience, including experience in place management and activation.

Remuneration: The position attracts a remuneration package ranging from \$228,661 - \$238,849 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$203,749.

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 details of long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Please contact our Chief Operating Officer Craig Gillman at craig.gillman@act.gov.au or (02) 6207 2478.

Contact Officer: Craig Gillman (02) 6207 2478 craig.gillman@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

Corporate Services

Organisational Governance

Freedom of Information and Legal Coordination

Freedom of Information Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 40932)

Gazetted: 23 March 2022

Closing Date: 30 March 2022

Details: Community Services Directorate (CSD) is seeking a Freedom of Information Officer (FOI) for its Legal and Coordination Unit. This position is responsible for preparing responses to access applications under the *Freedom of Information Act 2016* by maintaining a high level of confidentiality in all aspects of work. It is part of a large and

supportive FOI team. CSD is an inclusive employer where all people are respected and valued for their contribution.

CSD encourages and welcomes applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Experience in Freedom of Information work is highly desirable.

Note: This is a temporary position available immediately until 30 June 2022 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining their experience and/or ability against the Selection Criteria focusing on FOI experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kaylene McGilvray (02) 6205 3445 Kaylene.McGilvray@act.gov.au

Corporate

People Management

Safety and Wellbeing

Director, Safety and Wellbeing

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 33213)

Gazetted: 22 March 2022

Closing Date: 31 March 2022

Details: The People Management Branch are seeking an experienced, highly motivated and dedicated person to lead the Safety and Wellbeing Team. The Safety and Wellbeing Team is a multi-disciplinary team that provides support, high-level policy and legislative advice to the Directorate's diverse business units. As the Director, you will ensure that the Directorate applies and interprets relevant legislation, whole of government policies, strategies and guidelines. You will also oversee the Directorate's compliance with the WHS obligations, continuous improvement, hazard and risk identification and represent the Directorate at numerous internal and external forums.

The ideal candidate will have previous experience, demonstrating high-level knowledge of work, health and safety, workers' compensation compliance and frameworks with a focus on achieving and maintaining best practice regulatory approaches. The successful candidate will model behaviours consistent with the ACT Governments Respect, Equity and Diversity Framework. Lead safe work practices that are in accordance with the Directorate's Work Health and Safety System.

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

Eligibility/Other Requirements: Tertiary qualifications and technical expertise in safety/occupational health and safety or related discipline, or equivalent experience highly desirable.

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. 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 review the Position Description for the role, and provide a two-page pitch demonstrating your ability and experience to perform the role against the Selection Criteria. Please provide your resume including the details of two referees with your pitch.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maggie Drejer-White (02) 6205 2436 Maggie.Drejer-White@act.gov.au

Children, Youth and Families

Child and Family Centres

Child and Family Worker

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 19722)

Gazetted: 21 March 2022

Closing Date: 4 April 2022

Details: The Children and Families Branch provides early intervention and prevention services to ACT children and young people and their families, and services to children with developmental delays. The Branch oversees operations of the Government's three Child and Family Centres and the Child Development Service.

Child and Family Centres provide a range of universal and targeted services based on the needs of children and their families, with a strong emphasis on providing outreach services in homes, schools and the community. The Centres are staffed by professionals, including social workers, psychologists, and early childhood educators, and are designed to provide a range of support programs to assist parents, carers and young children (pre-birth to 8 years).

The position is responsible for providing effective culturally proficient interventions for children and families, including group programs. As part of an integrated team, the Child and Family Workers will also identify, develop, implement and evaluate community development and education initiatives that work to strengthen the community for optimal child development outcomes. This position will work from the Centres and in outreach settings such as schools and early childhood settings. They will be responsible for establishing effective and sustainable partnerships across schools, communities, government and nongovernment agencies and the business sector.

Eligibility/Other Requirements:

Essential qualifications and experience:

Applicants must possess a relevant degree such as Social Work, Psychology, Early Childhood Education or a related field.

At least three years post qualification experience in a relevant field of case management working with children and families.

Currents drivers' licence is essential.

A sound knowledge and understanding of the social and economic issues affecting children, young people and their families within the ACT Government.

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required

For further information on Working with Vulnerable people registrations refer to:

www.legislation.act.gov.au/a/2011-44/default.asp and

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Additional information

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

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Notes: This is a temporary position available immediately to December 2022. A Merit Pool may be established from this selection process and maybe used to fill temporary and permanent vacancies over the next 12 months.

Current vacancy for Tuggeranong CFC, please note merit list may be used for future vacancies across all centres Gungahlin, Tuggeranong and West Belconnen.

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: Nicole Thompson (02) 6205 6002 Nicole.Thompson@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

Executive Branch Manager, Coronial Inquest

Temporary Vacancy (26 April 2022 to 30 June 2022 with possibility of extension up to nine months)

Education Directorate

Business Services

Position: E1196

(Remuneration equivalent to Executive Level 1.2)

Circulated to: ACTPS Senior Executive List

Date circulated: 17 March 2022

Reporting to the Deputy Director-General, this position is responsible for coordinating the Education Directorate's engagement with a coronial process and related activities. This position requires:

Strong intrapersonal skills

Strong management and coordination skills

High standard of attention to detail and effective oral and written communication skills

Ability to work under limited supervision, take initiative, meet deadlines and support management of legal process and practice

Ability to coordinate and prepare the Directorate to provide evidence as required.

This position does not require legal qualifications, but a strong understanding of administrative and legal processes would be an advantage. The position does require strong skills in ensuring internal activities are followed through and recommendations are implemented.

To apply: Applications should include a maximum two page expression of interest and a curriculum vitae with the details of two referees. Applications should be sent to David Matthews via email, david.matthews@act.gov.au by COB Thursday 24 March 2022.

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

Remuneration: The position attracts a remuneration package ranging from \$228,661 - \$238,849 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$203,749.

Contact Officer: David Matthews (02) 6207 0384 david.matthews@act.gov.au

School Performance and Improvement

Tuggeranong

Caroline Chisholm School

Information Technology Officer

Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 54849)

Gazetted: 23 March 2022

Closing Date: 30 March 2022

Details: Caroline Chisholm (P-ten dual campus) School is seeking a highly motivated, self-managing individual for the position of Information Technology Officer Class two. Our ideal candidate has extensive experience in Information Technology and strong leadership skills and is expected to be proactive, exercise judgement and initiative and work with limited supervision, liaising closely with the Principal and Business Manager.

They require excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. This position involves close daily contact with students, staff, parents and the school community.

You will have strong organisation skills and ability to independently prioritise your time, with an ability to quickly understanding and resolve complex management and operational issues in a service delivery capacity. 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.

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

Eligibility/Other Requirements:

Current 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

This position is required to work during stand down periods between school terms to undertake duties as directed.

This will be subject to negotiation with the Principal and/or the Business Manager prior to commencing in this role.

Desirable:

A Diploma of IT (Networking)

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

How to apply: Applicants are to address the Selection Criteria located in the Position Description (maximum of two pages) and provide a current curriculum vitae and the names and contact of two referees. A current referee report is required to be submitted with the application.

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

Contact Officer: Gavin McClory (02) 6142 3550 gavin.McClory@ed.act.edu.au

School Improvement**South/Weston Network****Melrose High School****Business Manager****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 00515)**

Gazetted: 23 March 2022

Closing Date: 30 March 2022

An opportunity exists to join the leadership team at Melrose High School.

This position contributes to the strategic direction and planning of the school and plays an active role on the school leadership team. An ability to think critically and strategically will be vital in providing informed advice to the principal to minimise risks, interpreting and ensuring compliance with legislative, policy and regulatory frameworks and providing advice and offering solutions on business operations. The successful applicant will be responsible for leading and developing the support staff of the school. Excellent communication and customer service skills are essential.

Eligibility/Other Requirements:

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

Desirable:

Business qualifications or experience in a business-related role

Financial qualifications or relevant experience

Notes: This is a temporary position available immediately until July 2022, the end of Term 2. Selection may be based on application and referee reports only.

How to Apply: In one page, provide an expression of interest explaining why you want the role and what you can bring to the role against requirements in the Position Description.

Please send your Expression of Interest along with your curriculum vitae and names of one referee.

Applications should be sent to the Contact Officer.

Contact Officer: Debbie Whitton (02) 6142 0700 Debbie.Whitton@ed.act.edu.au

School Performance and Improvement**School Improvement Group****School Improvement Leader****School Leader A 1-3 \$173,364 - \$200,133, Canberra (PN: 37903)**

Gazetted: 21 March 2022

Closing Date: 7 April 2022

Details: School Improvement Group is responsible for implementing the Directorate's school improvement strategy with a focus on evidence-based practice and implementation of school improvement initiatives. The Group is responsible for strategically leading and coordinating the school improvement agenda and the day-to-day executive leadership of school operations for all ACT public schools.

The principal will work as part of the School Improvement Group in a small team co-leading the current and future initiatives to strengthen the capability of leaders at all levels; school based and ESO based, to create the culture, structures, and conditions for everyone to understand their impact on student outcomes.

The principal will collaboratively develop and assist in leading the strategic direction of the School Improvement Branch through the Empowered Learning Professionals Leadership Plan ensuring leading research and evidence guides all leadership work. This involves leading regular evaluative probes to monitor implementation and effectiveness of initiatives.

The principal will work across the School Improvement Branch to assist in the development of differentiated supports for schools and principals.

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.

Note: Selection may be based on application and referee reports only. Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview. Given the ongoing COVID-19 pandemic applicants should anticipate interviews may be conducted online.

How to Apply: Please submit your statement of claims based on the SLA Leadership Capabilities outlined in the Position Description. Please include your curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Huxley (02) 62075937 mark.huxley@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.

Business Services

Strategic Finance and Procurement

External Budgets and Reporting

Assistant Director - External Budgets and Reporting - Strategic Finance

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 51914)

Gazetted: 21 March 2022

Closing Date: 28 March 2022

Details: The Strategic Finance and Procurement Branch is looking for a self-motivated, highly capable Assistant Director, to assist with financial and budget management. Working to the Director, External Budgets and Reporting, the role will require you to be familiar with the ACT Government budget process, and to have experience working within this environment on key tasks such as business case development and coordination, financial reporting through the Government Budget Management System and the provision of important financial advice to inform decision making.

The successful applicant will have excellent communication, and technical accounting skills, be able to liaise with a wide range of stakeholders on a broad range of topics, work in a very busy environment and manage parts of the budget and financial reporting process. The successful applicant will be able to find solutions to complex issues and identify ways to improve existing processes.

Eligibility/Other Requirements: Relevant qualifications in Accounting or similar and/or experience is desirable.

Working knowledge of the Government Budget Management System (GBMS) and CDM is also desirable.

Notes: This is a temporary position is available immediately until 16 December 2022. Selection may be based on application and referee reports only.

This position will be operating from a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Staff are currently working from home due to the COVID-19 restrictions which may continue.

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 submit a current curriculum vitae, a two-page statement addressing the Selection Criteria as per the Position Description, and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Walsh (02) 6205 1719 DavidR.Walsh@act.gov.au

School Performance and Improvement**North Canberra and Gungahlin****Majura Primary School****Student Administration Officer, Majura Primary School****School Assistant 3 \$57,626 - \$62,020, Canberra (PN: 57025)**

Gazetted: 21 March 2022

Closing Date: 28 March 2022

Details: As part of the administration team the student administration officer will be required to work with general direction from the Business Manager to deliver student administration duties such as student enrolments and maintenance of student records. This position will also support the front office administration duties and first aid. Applicants will have strong written and verbal communications skills as well as a demonstrated ability to work in a team environment and engage with students, parents/carers and teachers. Applicants will have excellent attention to detail, be proactive, use initiative and have the ability to manage multiple tasks in a timely manner. Applicants will have ability to work with a variety of system-based programs such as Sentral. The applicant will be required to apply legislation, policy, procedures, and guidelines in line with the Directorate/ACTPS.

Eligibility/Other Requirements:

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/180

First Aid Certificate or a willingness to undertake appropriate training.

Notes: This is a temporary position available immediately until November 2022, with the possibility of extension and/or permanency. 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: Applicants should submit a response to each capability under Professional/Technical skills and Knowledge and Behavioural Capabilities which form the Selection Criteria and outlines the skills and experience relevant to the position. Applicants should submit a current curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrienne Tranter (02) 6142 3140 Adrienne.Tranter@ed.act.edu.au

School Performance and Improvement Division**Front Office and Enrolments Officer****School Assistant 3 \$57,626 - \$62,020, Canberra (PN: 39515)**

Gazetted: 18 March 2022

Closing Date: 25 March 2022

Details: Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the school community. The Front office and enrolments officer will play a critical role in supporting the efficient and effective operation of the School Support Team in meeting the school's operational requirements. In a high-paced and dynamic school environment, the front office and enrolments officer will work closely with the Business Manager, Principal, and other key staff to deliver high quality administrative services and meet educational objectives.

Responsibilities include a range of general administrative services for the school to support teaching staff, parents/carers, and students. You will be required to coordinate all school enrolments and school leavers in accordance with relevant legislation and policy, maintain filing system for student records according to

requirements, maintain updated medical information for students and notifications for staff and provide support to staff, parents/carers, students, and internal and external stakeholders.

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

Highly Desirable:

Experience in a school administration related role

Knowledge of Education enrolments policies and procedures

Desirable

Tertiary and/or CIT administrative qualifications

First Aid Certificate

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodi Wilson (02)614 23888 Jodi.Wilson@ed.act.edu.au

School Improvement and Performance Division

Financial Administration Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 56968)

Gazetted: 18 March 2022

Closing Date: 25 March 2022

Details: Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the school community. The Financial Administration Officer will play a critical role in supporting the efficient and effective operation of the School Support Team in meeting the school's operational requirements. In a high-paced and dynamic school environment, the Financial Administration Officer will work closely with the Business Manager, Principal, and other key staff to deliver high quality administrative services and meet educational objectives.

Responsibilities include a range of general administrative services for the school to support teaching staff, parents/carers, and students. You will be required to examine and determine claims for payment and take follow-up action on outstanding claims and invoices. You will be required to communicate and liaise with staff, parents/carers, students, and the community to resolve enquiries; provide appropriate information and sound advice.

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

Desirable:

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

Experience in a school business-related role.

Strong knowledge of Xero Financial accounting system and ACT PS Financial Framework.

A bookkeeping background is highly desirable.

Notes: This is a temporary position available immediately for a nine month period 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.

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 provide a one-to-two-page pitch outlining their relevant Professional/Technical Skills and Knowledge, and Behavioural Capabilities, along with an up-to-date curriculum vitae, including contact details of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodi Wilson (02)614 23888 Jodi.Wilson@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Throsby School

Defence School Mentor

School Assistant 2 \$50,861 - \$56,161, Canberra (PN: 56938)

Gazetted: 17 March 2022

Closing Date: 31 March 2022

Details: Throsby School is seeking to appoint a Defence School Mentor (DSM) who is passionate about the wellbeing of children and young adults as part of the Defence School Mentor Program (DSMP). This program, delivered in schools, is designed to provide practical assistance to Defence families and support the social and emotional wellbeing of Defence students within their schools. The role is funded by the Defence Member and Family Support (DMFS) Branch, of the Commonwealth Department of Defence.

The DSM role provides specialised, on-site support to meet the needs of Defence students and their families within the school community. The DSM's role is embedded in Throsby's pastoral care/student support team.

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.

Successful applicant will have a strong understanding of the Defence lifestyle.

Notes: This is a temporary position available from 28 March 2022 to 26 January 2023 with the possibility of permanency. 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

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, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees. Please also provide proof

of a valid Working with Vulnerable People card, as well as the details of any referees that can be contacted to discuss your prior experience working with children.

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: Annamaria Zuffo (02) 6142 2880 annamaria.zuffo@ed.act.edu.au

School Improvement

North and Gungahlin Schools Network

Amaroo School

School Leader B - Amaroo Primary School

School Leader B \$151,757, Canberra (PN: 04108)

Gazetted: 17 March 2022

Closing Date: 31 March 2022

Details: Amaroo School is seeking an enthusiastic school leader to strengthen the primary teaching and learning team. The role encompasses building capacity of school leaders and teaching teams to achieve the school mission for each individual student. The role is also one that supports the greater work of a P-10 school and staff with an emphasis on building consistency within the educational experience offered to students at Amaroo School.

The successful applicant will possess a deep understanding and knowledge of Professional Learning Communities, the Australian Curriculum, and how to achieve improved academic and social outcomes for all students with a focus on data, evidence based practice and positive relationships.

Amaroo School is a Professional Learning Community focused on continuous professional improvement where teams of teachers work collaboratively to improve student outcomes. The staff at Amaroo School are professional educators committed to building a dynamic and safe learning community for all.

Amaroo School is committed to developing student agency, differentiation, integrated inquiry, and ongoing assessment practices.

The role includes strategic leadership and supervision of teaching teams, direct supervision of the primary Specialist Team (Arts, Physical Education, Languages) for P-6 and the primary Executive teacher team within this area.

Responsibilities and leadership of cross school projects include, the Early Careers Program, the Gifted Education Program and Future Focused Learning.

The successful applicant will demonstrate how they develop and manage productive staff relationships through supervising, mentoring, coaching, guidance and professional development with a particular focus on the Essential Literacy Practices. They will value and articulate how productive relationships with students, parents and the community are maintained and embraced to enhance student outcomes.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Notes: 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 statement of claims addressing the Leadership Capabilities along with a current curriculum vitae and the names and contact details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nic Graham (02) 6142 1266 Nic.Graham@ed.act.edu.au

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

Environment, Planning and Sustainable Development

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

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

**Environment, Water and Emissions Reduction
Governance Compliance and Legal Policy
Government Services**

Senior Liaison Officer, Government Services

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 25229, several)

Gazetted: 22 March 2022

Closing Date: 5 April 2022

Details: The Government Services team within Environment, Planning and Sustainable Development (EPSDD) provides operational and strategic support to EPSDD Ministers', their Offices, the Director-General, EPSDD executive and EPSDD staff on ministerial and government business. The team works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

We have a number of exciting opportunities for highly motivated applicants to undertake roles of Senior Liaison Officer within the Government Services team. To perform this role successfully, you will:

be informed – you know the processes and frameworks and can advise and support our EPSDD colleagues on Cabinet and Assembly business.

be connected - you're involved in Cabinet and Assembly items from conception to decision and are not phased by keeping many balls in the air, all the time, often with competing and challenging timeframes.

provide exceptional quality assurance – you know the importance of spelling, grammar and formatting and pick up the little things others might miss.

be energetic and enthusiastic – you will undertake a range of to support EPSDD staff and executive and Ministers' Offices in relation to Cabinet and Assembly.

Check out the Position Description and if you have relevant experience to take on this role or believe your experience, skills and knowledge translate across to the position then we want to hear from you! These roles are unique and challenging, yet very rewarding with a strong coordination focus, so we are interested in people who are willing to step up and take on a new challenge.

The Environment, Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, veterans, and those who identify as LGBTIQ+ are encouraged to apply.

Eligibility/Other Requirements: Successful applicants must hold or be able to obtain a baseline security clearance. Note: There are several temporary vacancies available for up to 12 months with the possibility permanency.

This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applicants must submit a written response to the Selection Criteria of no more than two pages outlining your ability to perform the advertised role (Skills, Knowledge, Behaviour, and related experience). This must be accompanied by a current curriculum vitae and two referees including their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashleigh Savage (02) 6205 5649 ashleigh.savage@act.gov.au

Environment and Planning Environment

ACT Parks and Conservation Service Parks and Partnerships

Senior Ranger

Senior Park Ranger 3 \$83,620 - \$88,510 , Canberra (PN: 17844)

Gazetted: 10 March 2022

Closing Date: 29 March 2022

Details: The Parks and Conservation Service (PCS) is responsible for the management of the ACT's protected area network including National Parks, Nature Reserves, water catchments, commercial softwood forests and rural lands. The Parks and Conservation Service implements a broad range of management programs both on and off reserve that support sustainable environmental, wildlife and heritage outcomes.

The Senior Ranger is a key operational leadership position that develops protected area management projects and programs in the ACT reserve network and National Park. The position supervises ranger staff and contractors to implement best practice land management activities that are consistent with relevant legislation and management plan objectives.

This recruitment will establish a Senior Ranger merit list that will be used to fill permanent, fixed term (between one and five years) and temporary (up to 12 months) vacancies for the next 12 months from the date of

advertisement in the ACT Government gazette. Successful applicants will be employed at the Senior Park Ranger level three.

Eligibility/Other requirements: Applicants are required to:

Be physically able and willing to undertake incident management duties, including participating in training and fire management

Be prepared to work a shift roster, weekends, public holidays or evening shifts at any site within a region on an “as needs” basis (not all positions are currently required to work a shift roster)

Be prepared to wear a uniform

Possess a current drivers’ license and the ability to drive a manual four-wheel drive

Maintain records in accordance with the Territory Records Act 2002

Tertiary qualifications relevant to protected area management are highly desirable.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 500 word per criteria, a statement against each of eligibility/requirements 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: Maree Gilbert (02) 6205 2842 maree.gilbert@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Operational Support

Sentence Administration Board

Secretary to the Sentence Administration Board

Legal Officer Grade 1 \$69,739 - \$140,456, Canberra (PN: 40864)

Gazetted: 22 March 2022

Closing Date: 11 April 2022

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the role of Secretary to the Sentence Administration Board (Legal 1), within Operational Support.

The successful applicant will provide secretariat support to the Sentence Administration Board (SAB), which is an independent Board hosted by ACTCS.

The successful applicant will perform the role and functions of the Secretary to the SAB under the Crimes (Sentence Administration) Act 2005. This involves exercising lawfully and prudently statutory delegated powers and providing high quality secretariat support for the SAB. The role works in cooperation with the Secretary to the SAB (non-legal) and together, provides leadership and support to the secretariat team.

In addition, you will be required to communicate and liaise appropriately with offenders, victims, parties and stakeholders, as required, which involves issuing Notices of SAB decisions and about SAB proceedings, undertaking follow-up in accordance with the law, and also supporting and complying with inter-agency arrangements between the SAB and stakeholders.

Further to this, you will undertake legal research and analysis as required, and assist in the preparation of high-quality reports, submissions, information, briefs, and correspondence for the SAB.

To be successful you will demonstrate the ability to exercise sound judgement in complex situations, while complying with law and other requirements. You will also possess exceptional communication and interpersonal skills and demonstrate an ability to develop and compose complex workplace documents.

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

Eligibility/Other Requirements: Tertiary Law qualifications, either fully or partially completed, is required. The successful candidate will be required to undergo a National Police Check and 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.

How to Apply: Applicants are required to submit the following items: 1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tina Nicholls (02) 6205 4605 Tina.Nicholls@act.gov.au

ACT Corrective Services

Corporate Services

People and Culture

Director, Wellbeing and Rostering

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54970)

Gazetted: 22 March 2022

Closing Date: 5 April 2022

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Director, Wellbeing and Rostering (SOGB), within Corporate Services. This is a temporary vacancy for six months, with the possibility of extension and/or permanency from this process.

The successful applicant will be responsible for the coordination of staff wellbeing, injury reporting coordination and the management of the rostering team.

In addition, you will be responsible for the establishment and delivery of the ACTCS Wellbeing Program, including coordinating and connecting all ACTCS staff to initiatives, training and support that empowers ACTCS staff to make informed choices and take action to address and improve their health and wellbeing.

Further to this, the successful applicant is expected to contribute broadly to improving workplace safety, reducing workplace injuries, reducing absenteeism and addressing issues related to morale and culture.

To be successful, you will demonstrate strong leadership and management qualities, exceptional communication and interpersonal skills and an ability to develop and compose complex workplace documents.

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

Eligibility/Other Requirements:

The successful candidate may be required to undergo a criminal record check

This position requires a pre-employment medical

This position does not require a Working with Vulnerable People Check.

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

How to Apply: Applicants are required to submit two items:

a one-to-three-page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; and

a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liza Briggs (02) 6205 3190 Liza.Briggs@act.gov.au

Public Trustee and Guardian

Governance and Corporate Unit

Admin Support Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 42514)

Gazetted: 21 March 2022

Closing Date: 4 April 2022

The Public Trustee and Guardian (PTG) is an independent ACT Territory Authority providing professional guardianship, financial management and Trustee related services. We have a vacancy for a self-motivated, good attention to detail and well organised person to undertake an administrative support role in our Governance and Corporate Unit.

The successful candidate will perform a range of administrative support functions including: delivery and collection of items to and from PTG's Warehouse; maintain PTG's Warehouse in a secure, safe, orderly and tidy manner; deliver PTG vehicles for maintenance including regular servicing and cleaning; provide administrative backup to PTG's Reception including mail, phone calls and counter enquiries; attend to daily banking; assist as required with internal/external courier duties including incoming/outgoing mail, data collection to PTG's office systems and attend to document lodgements and collections e.g. Land Titles, Court, Justice And Community Safety and BDM Registry.

The successful candidate will possess a proven ability to work independently and as part of a team and have a flexible, can do attitude.

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

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

How to Apply: Applicants should submit a two-page expression of interest outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge components in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Caldwell (02) 6207 9800 Denise.Caldwell@act.gov.au

ACT Human Rights Commission

Victims of Crime Commissioner

Intermediary program

Assistant Director Intermediary Program

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 49959)

Gazetted: 21 March 2022

Closing Date: 7 April 2022

The ACT Victims of Crime Commissioner (VOCC) is seeking a highly motivated individual with outstanding program management skills to ensure the smooth operation of the Intermediary Program within the ACT Human Rights Commission. The position will provide assistance to the Intermediary Program Director and the VOCC in relation to record keeping, data analysis, financial management of the Program's budget and the development and implementation of the Program's strategic work plan.

Intermediaries are impartial communication experts who ensure vulnerable witnesses can give their best evidence to lawyers, in criminal investigations and at trial by ensuring that they:

Understand the questions put to them

Can communicate their answers effectively.

Under the limited direction of the Director, Intermediary Program the Assistant Director, Intermediary Program will:

Undertake administrative and organisational work crucial to Program delivery.

Work with the Director to strategically plan, develop and implement an effective framework to deliver and evaluate the Program

Undertake research and consultation and provide high-level advice on policy and procedural issues associated with the Program

Prepare detailed briefing notes, updates, reports, budget materials, discussion papers and correspondence in association with the Program

Build strong working relationships with key stakeholders and support the Director in stakeholder management to facilitate Program implementation

This is a challenging role, which will require working closely with vulnerable witnesses, police, legal professionals, the judiciary, other stakeholders who work within the ACT criminal justice system and those from other Australian and international jurisdictions. If you want to work in a collaborative, fast-paced environment, assisting the provision of a ground-breaking access to justice program, this is the role for you."

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If

you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

Eligibility/Other Requirements:

High desirable

Tertiary qualifications in Law or a Health Profession.

Experience working with victims of crime, including child victims of domestic, family and sexual violence

Experience working with Aboriginal and Torres Strait Islander children, young people, adults and their communities

Experience managing frontline service delivery to vulnerable client groups in a high-pressure environment

A practical understanding of the ACT Criminal Justice System

Requirements

1. This position does require a National Police Check

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

Notes: This is a full-time permanent position available immediately. An order of merit or merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: See the attached Position Description for further information regarding duties and responsibilities.

Interested applicants should prepare a two-page pitch addressing the Selection Criteria and illustrating how your abilities, experience and qualifications make you the best person for this role. Please upload your pitch, along with a curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura Cilesio (02) 6205 2222 Laura.Cilesio@act.gov.au

ACT Corrective Services

Community Corrections

Community Corrections

Victim Liaison Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 56633)

Gazetted: 21 March 2022

Closing Date: 11 April 2022

A challenging and genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Community Corrections as a Victim Liaison Officer (ASO6). This position works to provide information, advice and support within and on behalf of Community Corrections, to assist the agency to deliver and uphold the ACTCS obligations under the Victims of Crime Act 1994 legislation ('the Charter of Rights for Victims of Crime').

The successful applicant will liaise with other justice agencies, working collaboratively to support each justice agency in meeting their obligations under the Charter of Rights. You will be responsible for assisting with the resolution of justice agency complaints that may be received about ACTCS, and work alongside the Victims of Crime Commissioner to assist in the resolution of any concerns that are raised about ACTCS.

In addition, you will assist Community Corrections to address complaints from victims of crime in an empathetic, constructive and reassuring manner, providing guidance and support to Community Corrections staff to ensure due regard is given to the victims of crime's personal situation, rights and dignity.

Further to this, you will support Community Corrections staff to ensure victims are provided with accurate and appropriate information regarding the service, as well as the opportunity to provide input into Pre-sentence and Intensive Correction Order Assessment Reporting.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate experience in working directly with vulnerable members of the community and the ability to work sensitively with people from diverse backgrounds.

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 working with victims of crime and relevant tertiary qualifications are highly desirable.

National Police check will be conducted.

Driver's licence is essential.

This position requires a pre-employment medical.

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.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Akyol-Quinn (02) 6207 8292 Vanessa.Akyol-Quinn@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.

Corporate

Chief Operating Officer

Executive Level 2.3 \$315,479 - \$329,577 depending on current superannuation arrangements, Canberra (PN: E742)

Gazetted: 21 March 2022

Closing Date: 7 April 2022

Details: The Justice and Community Safety Directorate is seeking applications from experienced, innovative, and motivated senior executives to fill the position of Chief Operating Officer.

Reporting to the Director-General and working collaboratively with the JACS Senior Executive, the Chief Operating Officer has primary responsibility for driving the development and implementation of the Directorate's corporate strategies and leading the efficient operations of JACS corporate services under the 'One JACS, One Corporate' philosophy to best support JACS to achieve its strategic goals.

As a member of the JACS Strategic Management Committee, the COO will drive innovation and continuous improvement, lead corporate change processes and appropriately engage with risk to deliver high quality service outcomes and meet organisational performance targets. The position will be expected to lead by example, have a healthy risk appetite approach, effective interpersonal skills and the ability to motivate others. As the key strategic advisor on corporate matters, the COO will be expected to apply due diligence to processes and decisions, promote accountability and implement strategies to support business goals.

The Chief Operating Officer also collaboratively engages with other Senior Executives across government and actively participates in, and represents the Directorate on, whole-of-government committees and strategic priorities.

Remuneration: The position attracts a remuneration package ranging from \$315,479 to \$329,577 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$281,963.

Contract: The successful applicant will be engaged under a performance-based contract for a period of five years.

Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Interested candidates are requested to submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Glenn (02) 6207 0501 richard.glenn@act.gov.au

Legislation, Policy and Programs

Executive Branch Manager, Legislation, Policy and Programs

Executive Level 1.4 \$258,398 - \$269,925 depending on current superannuation arrangements, Canberra (PN: E599)

Gazetted: 22 March 2022

Closing Date: 5 April 2022

Details: The ACT Justice and Community Safety Directorate are seeking applications for the role of Executive Branch Manager, Legislation, Policy and Programs, commencing

1 July 2022. A dynamic leader with excellent communication, organisational and collaboration skills is required.

This role is responsible for providing the Government with high level legal policy and program advice across the spectrum of government business and ACT laws, and the development and management of the law reform agenda and associated legislative program of the Directorate's Ministers.

LPP executives lead work on a wide range of issues and tasks. These could include, for instance: building on the ACT's strong anti-discrimination and human rights framework; developing reform of the law on personal or property crime or affecting access to justice; consulting with other justice agencies in developing innovative justice responses to the needs of victims of crime; and developing policy and programs related to: Aboriginal and Torres Strait Islander justice, restorative justice, regulatory licensing; policing services for the ACT; crime prevention and justice statistics.

LPP is currently composed of three branches:

the Justice Reform Branch, which includes the Restorative Justice Unit;

the Civil and Regulatory Law Branch; and

the Criminal Law Branch.

The successful applicant would lead one of these branches.

All enquiries regarding this position should be directed to the Contact Officer.

Remuneration: The position attracts a remuneration package ranging from \$258,398 - \$269,925 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$230,539.

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: Interested candidates are requested to submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Williams (02) 6207 0522 kelly.williams@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

Light Rail

Business Manager, Light Rail

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 32507)

Gazetted: 23 March 2022

Closing Date: 6 April 2022

Details: Are you our new Business Manager for the Light Rail Project?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra is responsible for the planning and delivery of light rail infrastructure for the people of Canberra. A dedicated light rail team within the directorate, led by the Light Rail Project Director, progresses light rail development activities on behalf of the ACT Government.

Light rail aims to facilitate public transport usage and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development activities will maximise the broader economic and social benefits of the ACT Government's investment in light rail.

The Business Manager, Light Rail will provide a lead role within the project team in managing the administration of all projects related governance documentation, ensuring consistency in the approach to project documentation, capture, storage and retrieval across the project team, design team and project contractors.

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

Eligibility/Other Requirements:

Desirable:

A good working knowledge of Records Management system such as Objective will be an advantage.

A good working knowledge of Project Document Management system such as Aconex will be an advantage.

Relevant tertiary qualifications (or equivalent experience) in Management, Project Management or Public Policy will be an advantage.

Note: This is a temporary position available immediately until March 2023 with possibility of extension, and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashley Cahif (02) 6205 1212 Ashley.Cahif@act.gov.au

CIT Campus Woden Project

Business Manager, CIT Campus Woden Project

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 49997)

Gazetted: 22 March 2022

Closing Date: 5 April 2022

Details: Are you our new Business 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 is responsible for the delivery of a new Canberra Institute of Technology campus in Woden, new Woden public transport interchange, and associated urban realm improvements.

Major Projects Canberra (MPC) works in close collaboration with CIT and other ACT Government agencies in the creation of a modern campus which will offer the best possible learning experience for students.

The CIT Campus Woden Project Team will lead the project planning, procurement, delivery and eventual transfer of the new facilities, in close consultation with CIT, the CIT Campus-Woden Project Board and other key stakeholders.

The Business Manager is responsible for leading the management of the project governance and project administration functions for the CIT Campus Woden Project.

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

Eligibility/Other Requirements:

Desirable:

A good working knowledge of Records Management system such as Objective will be an advantage.

A good working knowledge of Project Document Management system such as Aconex will be an advantage.

Relevant tertiary qualifications (or equivalent experience) in Management, Project Management or Public Policy will be an advantage.

Note: This is a temporary position available immediately for up to three years 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Power (02) 6205 4418 rebecca.power@act.gov.au

Project Development and Support

Project Management Office

Contracts and Prequalification

Assistant Director Contracts

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57018)

Gazetted: 22 March 2022

Closing Date: 5 April 2022

Details: Are you our new Assistant Director, Contracts?

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 Contracts and Prequalification Team is part of the Project Management Office Branch within the Project Development and Support Division. The Contracts team prepares and drafts the various agreements and contracts used in the delivery of the Territory's capital works program and maintains a suite of contemporary contracts for this purpose.

In this role, you will be part of a small team of highly experienced officers who are required to work collaboratively and responsively with both Major Project Canberra project officers and officers from Partner Directorates to enable the timely drafting, preparation and execution of contracts and agreements required in the delivery of construction related services and works.

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. Current and former ADF members are encouraged to apply.

Eligibility/Other Requirements:

Desirable

Relevant tertiary or post graduate qualifications in a related area would be highly desirable. This would include procurement, law, contract management or commercial management in an infrastructure related environment.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: DavidE Grey (02) 6207 7604 DavidE.Grey@act.gov.au

Project Development and Support Communications and Engagement Communications Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 38593, several)

Gazetted: 18 March 2022

Closing Date: 5 April 2022

Details: Are you looking to develop your skills and gain experience working on some of the Territory's priority infrastructure projects? We are seeking the services of several Communications professionals to join our fast paced team.

Major Projects Canberra builds infrastructure for our community that helps make Canberra the world's most liveable city. We do this by providing advice to government and delivering major infrastructure projects including the Light Rail, Canberra Hospital Expansion and CIT Woden Redevelopment, advising government on capital works procurement policies, and undertaking procurement on behalf of government directorates and agencies for infrastructure and capital works.

The Communication and Engagement Team has roles available for motivated communication professionals across projects including the Canberra Hospital Expansion and City to Woden Light Rail as well as a role managing content creation across the wider team.

These roles will support the Director and Senior Director by undertaking a varied range of communications activities which may include developing and implementing communications strategies, undertaking community engagement, liaising with stakeholders, writing copy, producing project construction updates and publications, responding to media queries and developing social media content. You will be working with everyone from project teams to community members to showcase the work of Major Projects Canberra to both internal and public audiences.

This is a great opportunity to work as part of a dynamic team and you will be joining a skilled, supportive, creative and enthusiastic team. These positions will suit someone looking to further develop their skills and experience and you will have great support available from managers and team members.

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

Eligibility/Other Requirements:**Desirable:**

Relevant tertiary qualifications or a minimum of three years' experience working professionally in the fields of communications and content production, media, public relations, marketing, or strategic communications is preferred.

IAP2 qualifications are desirable.

The ability to work flexibly with some out of hours work may be required.

Notes: There are currently two positions available. One is permanent and the second is a temporary position available immediately until August 2023, with possibility of extension up to 12 months and/or permanency.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Runnel 0408 361 788 sam.runnel@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

Executive Group Manager, Territory and Business Services

Temporary Vacancy (9 May 2022 – 24 June 2022)

Transport Canberra and City Services

Transport Canberra and Business Services

Position: E877

(Remuneration equivalent to Executive Level 2.2)

Circulated to: ACTPS Senior Executive List

Date circulated: 17 March 2022

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Group Manager Territory and Business Services for the period 9/5/2022 to 24/6/2022. This process may also be used to backfill for the following 12 months.

The Executive Group Manager Territory and Business Services reports to the Deputy Director-General Transport Canberra and is responsible for providing leadership in the delivery of a range of services to the community.

Provision, management and maintenance of services for the city of Canberra, including:

Libraries ACT who are responsible for delivering public library services to the ACT community and for the management of the ACT Heritage Library.

Management of commercial focussed services for the ACT Government Directorates and Canberra community, including Capital Linen Services that provide linen rental and laundry services to Canberra's public and private hospitals, aged care facilities, as well as tourism and hospitality industries.

Yarralumla Nursery, a wholesale nursery that grows and provides plants for ACT Government landscape development projects, the ACT Government Plant Issue Scheme, for planting in Canberra's streets, parks and public places and to supply the landscape industry and local community.

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.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Craig Jordan via email, craig.jordan@act.gov.au by COB Thursday 24 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 \$294,706 - \$307,869 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$263,249.

Contact Officer: Craig Jordan (02) 6207 4279 craig.jordan@act.gov.au

**Executive Branch Manager, Light Rail Operations
Temporary Vacancy (4 April 2022 – 29 April 2022)
Transport Canberra and City Services
Transport Canberra**

Position: E1008

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 23 March 2022

Transport Canberra and City Services (TCCS) are seeking an experienced leader to fill the position of Executive Branch Manager Light Rail commencing 4/4/2022 – 29/4/2022. This process may also be used to backfill for the following 12 months.

The Light Rail Operations branch is responsible for overseeing the successful operation of light rail by our contracted partner Canberra Metro and ensuring that the responsibilities of both the Territory and Canberra Metro, under a Public Private Partnership (PPP) agreement, are achieved. The key roles are contract management, contract assurance, asset assurance, performance planning and monitoring and operational and incident management.

Transport Canberra Light Rail (TCLR) is responsible as the ACT Government representative under the Project Agreement for the management of the contract with Canberra Metro which is responsible for delivery and operation of the service. The branch manages the interactions with Canberra Metro and also leads coordination across the ACT Government of related activities, including emergency services, roads interfaces, legislation, planning approvals and ticketing and revenue protection. Light Rail Operations works closely with Major Project Canberra on the design and planning for future stages of Light Rail in the ACT.

Light rail aims to increase public transport usage in Canberra and promote the ongoing liveability of the city. Light rail will help manage congestion caused by population growth along the project corridor and across Canberra more broadly.

The Executive Branch Manager Light Rail Operations is a key role within TCCS responsible for overseeing the successful operation and maintenance of light rail by the contracted partner. The Executive Branch Manager is responsible for managing the contract, creating and maintaining strong relationships with the contracted partner and resolving any contract related issues. The role is supported by a small team subsequently ensuring the responsibilities of both the Territory and Canberra Metro under the Project Agreement are met during the Operating Phase of Light Rail.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Jo Dawson via email, jo.dawson@act.gov.au by COB Wednesday 30 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 \$258,398 - \$269,925 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$230,539.

Contact Officer: Jo Dawson (02) 6205 4487 jo.dawson@act.gov.au

**Assistant Director - Strategic Policy and Customer
Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 55614)**

Gazetted: 22 March 2022

Closing Date: 29 March 2022

Details: The Strategic Policy and Customer Branch is responsible for strategic policy development and implementing innovative programs to deliver services and information to the Canberra community. The Branch prioritises, reviews, develops and implements policy and legislation relating to all areas of Transport Canberra and City Services' operations. Our projects range from strategic transport design and policy development; transport

regulation and delivery of road safety outcomes; policy design for domestic animals, urban treescapes, and even waste management; and we also support customer-experience and service design to improve operational engagement with Canberrans.

The business unit currently comprises of 5 teams: Policy and Legislative Solutions, Strategic Transport Policy, Road Safety and Transport Policy, Transport Regulation and Customer Experience. Working to a Director in the Transport Regulation team in Strategic Policy and Customer, Transport Canberra, and City Services you will provide high-level support and policy leadership on the ACT's implementation high-level support on the ACT's implementation of amendments to the Mutual Recognition Act 1992 (Cth) as they apply to occupational registrations for which TCCS has policy responsibility.

We are looking for someone who:

has experience in legislative interpretation and/or application;

can deliver program and policy activities and outcomes that translate the government's broader agenda,

can conduct research and analysis to contribute to the development and implementation of policy proposals;

has strong written and verbal communication skills; has a proven ability to deliver quality products within set timeframes;

is highly articulate, motivated, goal orientated and has the ability to set a strong direction and achieve results;

and has a proven record in building and sustaining strong relationships with key stakeholders.

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

Eligibility/Other Requirements: Legislative and policy development experience or relevant experience in areas related to policy and regulatory reform will be highly regarded. Relevant tertiary qualifications (such as law, policy, etc) or other qualifications and technical experience deemed equivalent are highly desirable.

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

ABW: 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 an application no longer than two pages outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge Components outlined in the Position Description. You should also provide a current curriculum vitae and the name and contact details of two referees.

Contact Officer: Brett Matthews (02) 6207 4022 brett.matthews@act.gov.au

Chief Operating Office

Government and Ministerial Services

Ministerial Services

Ministerial Liaison Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 19512)

Gazetted: 22 March 2022

Closing Date: 29 March 2022

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 team players to fill the role of Ministerial Liaison Officer (MLO) which sits within the Ministerial Services team. The MLO will be part of a team which specialises in the management and coordination of ministerial correspondence and briefings for the directorate, and the relationship with relevant Ministerial offices, including the Directorate Liaison Officer role.

The ideal candidate will possess an ability to multitask in a dynamic fast paced environment while supporting their teammates and delivering with a high attention to detail and timeliness.

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the

duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and a two page pitch to the Selection Criteria setting out why you are the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sheldon Fenning (02) 6207 9409 Sheldon.Fenning@act.gov.au

City Services

ACT NoWaste

Assistant Director

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 39832)

Gazetted: 22 March 2022

Closing Date: 7 April 2022

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe, and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends, and community. This role is within the Branch of NoWaste.

ACT NoWaste is a unique organisation in Australia: we work across both state/territory and local government functions. We are a diverse, innovative, and professional team who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

This role will report to the Director of Waste Regulation and manage either the Container Deposit Scheme, Compliance and Assessment Team or the Regulatory Reporting team depending on operational requirements.

Eligibility/Other Requirements:

The successful candidate must meet suitability requirements for consideration for appointment as an Authorised Person under the Act. These requirements include demonstrated experience, relevant qualifications (outlined under the eligibility requirements listed below), and being of good character, demonstrated through: recent criminal history check not including spent convictions (undertaken as part of standard ACT Government recruitment procedures for the successful candidate) character references.

A Working with Vulnerable People card, while not a requirement of the position, is also considered demonstration of good character.

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

How to Apply: To apply please submit an application (of no more than four pages) addressing Skills and Knowledge Capabilities, Behavioural Capabilities and Compliance Requirements/Qualifications as outlined in the Duty Statement. Please also provide a copy of your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Corrigan (02) 6207 7665 Megan.Corrigan@act.gov.au

City Services

Roads ACT

Roads Maintenance/Program Development

Director, Program Development

Infrastructure Officer 4 \$134,705 - \$153,043, Canberra (PN: 27729)

Gazetted: 18 March 2022

Closing Date: 1 April 2022

Details: Roads ACT are seeking candidates for the Director, Program Development role. The successful candidate will be required to apply their leadership and strategic management skills including excellent communication, planning, financial, and people management.

The role will be best suited to someone with experience in program development and asset management. The candidate will lead teams managing several infrastructure asset categories including roads, paths, bridges, dams, and stormwater harvesting.

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

Eligibility/Other requirements:

Hold a 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.

Driver's licence (C class) is essential.

Notes: This is a temporary position available for a period of three months with the possibility of extension up to less than 12 months. 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: Candidates should provide a response of no more than two A4 pages addressing all Selection Criteria ("What You Require" in the Position Description), a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennie Gilles (02) 6207 2141 Jennie.Gilles@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

Senior Policy Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 41426, several)

Gazetted: 18 March 2022

Closing Date: 5 April 2022

Details: The Waste Policy team is looking for passionate and highly motivated individuals to contribute to the ACT Government's ambitious waste management, climate change and circular economy strategic policy agenda, which includes the Parliamentary and Governing Agreement of the 10th ACT Legislative Assembly; Waste Management and Resource Recovery Act 2016; Plastic Reduction Act 2021; National Waste Policy and Action Plan; ACT Waste Management Strategy 2011-2025; and ACT Climate Change Strategy 2019-2025.

The Senior Policy Officers will undertake research and data analysis, and support the delivery of the waste agenda through policy development and delivery, engaging with a range of stakeholders, developing integrated cross-directorate approaches to sustainable waste management, and managing a range of processes including submissions to Cabinet or the Commonwealth.

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, or other appropriate qualifications and technical experience equivalent, in waste management or a related field, such as economics, law, planning, environment, climate change, or public policy, is desirable.

Notes: There is one permanent position available and one temporary position available until 31 December, with the possibility of extension and/or permanency. This position is part of a workplace designated for Activity Based Working (ABW). 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 response to the Selection Criteria contained within the Position Description (three page maximum), as well as contact details for two referees and current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Diana Bannerman 0434 765 441 Diana.Bannerman@act.gov.au

Chief Operating Office

Director, Legal and Contracts

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 09808)

Gazetted: 18 March 2022

Closing Date: 5 April 2022

Details: Legal and Contracts oversee the commercial and legal operations of the directorate and provides essential services and support to each area within Transport Canberra and City Services (TCCS). The Legal and Contracts team is responsible for providing a range of legal advice and assistance to the Business Units on a wide variety of issues.

The branch also has established and maintains a governance framework for the procurement of goods and services across TCCS.

The Director of Legal and Contracts will assist with the provision of advice on a range of legal matters across the directorate including commercial law, administrative law as well as supporting interpretation of some regulatory and legislative legal matters. This role requires a person who can develop and contribute to commercially sensible as well as legal outcomes for stakeholders. The role is responsible for ensuring the accurate and timely provision of legal assistance and providing appropriate support and guidance to stakeholders in the resolution of legal issues. This position requires an ability to work with different members of the team to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning and participate in ongoing development.

Eligibility/Other Requirements:

Tertiary qualifications in Law – Bachelor of Laws (LLB) (or equivalent) highly desirable

Eligibility to hold a restricted Practising Certificate in the ACT

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applicants must submit a curriculum vitae and a written response addressing the Selection Criteria of no more than three pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Francesca Leone (02) 6207 3165 Francesca.Leone@act.gov.au

City Services

City Presentation

Sport and Recreation Facilities

Senior Director - Sport and Recreation Facilities

Senior Officer Grade A \$155,107, Canberra (PN: 24415)

Gazetted: 17 March 2022

Closing Date: 5 April 2022

Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community.

We are seeking applications from candidates who would like to lead the Sport and Recreation Facilities team in managing and maintaining the sportsground asset base across the City.

City Presentation is a Branch within the City Services Division responsible for the planning and management of urban parks and the public domain, urban lakes, sports grounds, public open space and city places. It also provides municipal compliance and regulatory services, manages Canberra's world-renowned urban forest, promotes appropriate recreational and community use of urban open space and maintains the amenity of the city and its environments.

Sport and Recreation Facilities is a section within the City Presentation Branch responsible for the management and maintenance of ACT Government community sportsgrounds, including enclosed ovals, District Playing Fields, neighbourhood ovals and synthetic turf surfaces.

Notes: The position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Potential candidates should provide:

A supporting statement outlining experience and/or ability and addressing the criteria listed in 'What You Require' in the attached position description

Contact details of two referees

A current curriculum vitae (resume)

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephen Alegria 0429 995 173 Stephen.Alegria@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

WorkSafe ACT

Workers Compensation

Senior Inspector

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 56984)

Gazetted: 23 March 2022

Closing Date: 6 April 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, Long Service Leave 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 an exciting permanent vacancy for a motivated and highly organised professional to fill the role of Senior Inspector within our Workers Compensation Team. The Senior Inspector will lead, manage, and monitor the performance of the inspectors. In addition, you will be responsible for managing the compliance activities and stakeholder advice provided by the team.

The successful candidate will have highly developed organisational and communication skills and will play an important role coordinating the overall performance of the Workers Compensation and Long Service Leave team. If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply. WorkSafe ACT 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.

Note: 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. Please also ensure you demonstrate your ability to meet the requirements as per the 'Essential Requirements'. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gary McGivern (02) 6207 0925 gary.mcgivern@worksafe.act.gov.au

WorkSafe ACT

Inspector

ORS Inspector 6 \$90,099 - \$103,117, Canberra (PN: 50341)

Gazetted: 21 March 2022

Closing Date: 4 April 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.

Do you have a passion for helping others? Are you people oriented? Do you want to work for an organisation that values work/life balance? If you answered yes to any of these questions, you could be the candidate we are looking for. WorkSafe ACT's Psychosocial team is growing, and we have a permanent position available for a candidate with a background and passion for health and safety to fill the role of Inspector (WCO6).

The Inspector will plan and lead proactive compliance inspections, reactive complaint inspections and assist in enforcement actions in relation to legislative requirements. We are looking for people who have practical knowledge and experience of WHS through roles across various industries including injury management, human rights, industrial relations, community/social services, allied health, health services or social science services.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

WorkSafe ACT 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.

Notes: Selection may be based on referee reports and written application only. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months. This position will be 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 the Ideal Candidate section of the Position Description. Please also ensure you demonstrate your ability to meet the essential requirements of the position. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ben Palmer (02) 6205 3710 Ben.Palmer@worksafe.act.gov.au

WorkSafe ACT

Psychosocial

Inspector

ORS Inspector 5 \$83,620 - \$88,510, Canberra (PN: 56981)

Gazetted: 21 March 2022

Closing Date: 4 April 2022

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.

Do you have a passion for helping others? Are you people oriented? Do you want to work for an organisation that values work/life balance? If you answered yes to any of these questions, you could be the candidate we are looking for. WorkSafe ACT's Psychosocial team is growing, and we have a permanent position available for a candidate with a background or focus on health and safety to fill the role of Inspector, Workcover Officer 5 (WCO5).

The day-to-day operations of the Psychosocial inspector include undertaking WHS proactive programs, campaigns, inspections, investigations and audits within a range of industries. The WCO5 Inspector will work closely with the more senior, WCO6 Inspector to conduct workplace visits, produce reports and provide advice to industry workers and stakeholders in relation to risk management.

We are looking for candidates who have practical knowledge and experience of work health and safety from across a variety of industries including injury management, human rights, industrial relations, community/social services, allied health, health services or social science services.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

WorkSafe ACT 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: Ability to perform the functions of an authorised Inspector in accordance with all relevant legislation, including completion of required mandatory training for Workers' Compensation legislation as a delegated/appointed person/Authorised officer by the WHS Commissioner.

Certificate IV in Government (Workplace Inspections) or WHS or equivalent qualification and /or required to complete within 12 months of commencement.

At least one year Industry experience in a related discipline (eg human rights, industrial relations, community/social services, allied health, health services, social science services, investigations or WHS).

Current unrestricted driver's licence.

Willingness to:

participate in an after hours on-call and telephone roster when required

wear a uniform

participate in programmed after hours compliance activities when required, and

undergo a pre-employment National Police Check.

Notes: Selection may be based on referee reports and written application only. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months. This position will be 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 the Ideal Candidate section of the Position Description. Please also ensure you demonstrate your ability to meet the essential requirements of the position. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ben Palmer (02) 6205 3710 Ben.Palmer@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Health Professional Level 1 \$65,402 - \$85,685

Brooke Rowe, Section 68(1), 16 March 2022

Canberra Health Services

Registered Nurse Level 1 \$71,730 - \$95,818

Cara Bandiziol, Section 68(1), 7 March 2022

Senior Officer Grade A \$155,107

Kenneth Barnett, Section 68(1), 21 March 2022

Health Professional Level 2 \$69,738 - \$95,736

Georgia Carey, Section 68(1), 22 March 2022

Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812

Angus Finlay: 86309841, Section 68(1), 22 March 2022

Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Janelle Giucci, Section 68(1), 24 March 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Amanda Husselbee, Section 68(1), 21 March 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Sumi Karanjit, Section 68(1), 17 March 2022

Health Professional Officer Level 2 \$69,738 - \$95,736

Heather Lincoln, Section 68 (1), 17 March 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Nirajan (James) Paudel, Section 68(1), 17 March 2022

Health Service Officer Level 3 \$54,613 - \$56,388 (Retention Point CHS Only \$56,483-\$61,166)

David Polsen, Section 68(1), 21 March 2022

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)

Leah Robinson, Section 68(1), 21 March 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Reena Sebastian, Section 68(1), 17 March 2022

Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Fotini Theoharidis, Section 68(1), 15 March 2022

Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812

Uma Visser: 87701343, Section 68(1), 04 April 2022

Chief Minister, Treasury and Economic Development**Information Technology Officer Class 1 \$72,935 - \$83,023**

Muhammad Shoaib Khan, Section 68(1), 15 March 2022

Administrative Services Officer Class 5 \$83,620 - \$88,510

Katelyn Tyson, Section 68(1), 16 March 2022

Community Services**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Cenk Hakbilen, Section 68(1), 21 March 2022

Child and Youth Protection Professional Level 3 \$106,450 - \$117,147

Percy Williams, Section 68(1), 16 March 2022

Environment, Planning and Sustainable Development**Senior Officer Grade B \$133,552 - \$150,347**

Rohan Connor, Section 68(1), 7 March 2022

Justice and Community Safety**Administrative Services Officer Class 4 \$75,239 - \$81,466**

Faith Jones, Section 68(1), 2 March 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Sharad Pathak, Section 68(1), 16 March 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Pantip Supradit, Section 68(1), 15 March 2022

Transport Canberra and City Services

Bus Operator - Training \$73,589

Nisar Ahmad, Section 68(1), 21 March 2022

General Service Officer Level 5/6 \$58,918 - \$64,843

Andrew Hamilton, Section 68(1), 23 March 2022

Senior Officer Grade C \$113,397 - \$122,062

Chelsea Moore, Section 68(1), 21 March 2022

Bus Operator - Training \$73,589

Gurdev Singh, Section 68(1), 21 March 2022

Worksafe ACT

Administrative Services Officer Class 5 \$83,620 - \$88,510

Vivek Anand, Section 68(1), 21 March 2022

Senior Officer Grade C \$113,397 - \$122,062

Elizabeth Sweeney, Section 68(1), 22 March 2022

TRANSFERS

Chief Minister, Treasury and Economic Development

Caroline Cogger

From: Senior Officer Grade C \$113,397 - \$122,062

Environment, Planning and Sustainable Development

To: Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development, Canberra (PN. 55179) (Gazetted 24 January 2022)

Community Services

Kristie Lorenzi

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Community Services

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Community Services, Canberra (PN. 54068) (Gazetted 7 December 2022)

PROMOTIONS

Canberra Health Services

Jody Alexander

From: Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services

To: †Registered Nurse Level 4.1 \$129,103

Canberra Health Services, Canberra (PN. 54403) (Gazetted 21 January 2022)

Mae Kangleon

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. 52595) (Gazetted 14 March 2022)

Kristine Leung

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: †Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 44814) (Gazetted 14 July 2021)

Emma Mason

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. 14079) (Gazetted 9 February 2022)

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)

Sarah Nash

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. 52926) (Gazetted 17 January 2022)

Clinical Services**Nicole Saunders**

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.2 \$129,103

Canberra Health Services, Canberra (PN. 33499) (Gazetted 29 September 2021)

Clinical Services**Uni of Canberra Hospital****Cnt for Rehabilitation****Anu Sudhakaran Nair**

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. 40036) (Gazetted 24 March 2022)

Chief Minister, Treasury and Economic Development**Corporate****People and Capability****Serena Choi**

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Canberra Health Services

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 37175) (Gazetted 5 July 2021)

Digital, Data and Technology Solutions
Technology Services Branch
Technical Services Delivery

Thomas Lemmon

From: Senior Information Technology Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade B \$133,552 - \$150,347

Chief Minister, Treasury and Economic Development, Canberra (PN. 41453) (Gazetted 12 October 2021)

Digital, Data and Technology Solutions
Technology Services Branch
Technical Services Delivery

Raymond Mills

From: Senior Information Technology Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade B \$133,552 - \$150,347

Chief Minister, Treasury and Economic Development, Canberra (PN. 14765) (Gazetted 12 October 2021)

Access Canberra
Construction and Planning Regulation

Joel Muir

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 54528) (Gazetted 1 February 2022)

Access Canberra
Licensing and Registrations
Births Deaths and Marriages
Fiona Panagiotou

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development, Canberra (PN. 19649) (Gazetted 8 November 2021)

Economic, Revenue, Insurance, Property and Shared Services (ERIPSS)
Rhonda Pilgrim

From: Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$133,552 - \$150,347

Chief Minister, Treasury and Economic Development, Canberra (PN. 51264) (Gazetted 24 January 2022)

Digital, Data and Technology Solutions
Technology Services Branch
Technical Services Delivery

Matthew Tripodi

From: Senior Information Technology Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade B \$133,552 - \$150,347

Chief Minister, Treasury and Economic Development, Canberra (PN. 14679) (Gazetted 12 October 2021)

Community Services**Housing ACT****Policy and Business Transformation****Housing and Homelessness Strategy and Policy****Elise Hart**

From: Health Professional Level 2 \$69,738 - \$95,736

Community Services

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Community Services, Canberra (PN. 35674) (Gazetted 10 June 2021)

Housing ACT**Client Services Branch****Annette Jackson**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Canberra Institute of Technology

To: †Senior Officer Grade C \$113,397 - \$122,062

Community Services, Canberra (PN. 30728) (Gazetted 3 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.

Children, Youth and Families**Child and Youth Protection Services****Cultural Services****Tikarra Looke**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Education

To: Child and Youth Protection Professional Level 2 \$76,975 - \$103,625

Community Services, Canberra (PN. 27137) (Gazetted 5 January 2022)

Education**School Improvement****Tuggeranong Network****Calwell High School****Sarah Drinkell**

From: School Assistant 2 \$50,861 - \$56,161

Education

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Education, Canberra (PN. 51081) (Gazetted 4 March 2022)

Business Services Division**Communications and Engagement Branch****Bryce Nadudvary**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Education

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Education, Canberra (PN. 50068) (Gazetted 10 February 2022)

Service Design and Delivery**Michael Patterson**

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Education

To: Administrative Services Officer Class 6 \$90,099 - \$103,117
Education, Canberra (PN. 54132) (Gazetted 29 September 2021)

Environment, Planning and Sustainable Development

Environment

ACT Parks and Conservation Service

Urban Reserves - Wildlife

Zrinka Veljaca

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Transport Canberra and City Services

To: Senior Park Ranger 3 \$83,620 - \$88,510

Environment, Planning and Sustainable Development, Canberra (PN. 14609) (Gazetted 24 November 2021)

Justice and Community Safety

ACT Corrective Services

Custodial Operations

Kylie Sidlow

From: Correctional Officer Class 1 \$68,508 - \$81,694

Justice and Community Safety

To: Correctional Officer Class 2 \$85,658 - \$91,757

Justice and Community Safety, Canberra (PN. 15975) (Gazetted 8 January 2022)

ACT Corrective Services

Offender Reintegration

Clement Stuart

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Justice and Community Safety

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Justice and Community Safety, Canberra (PN. 50553) (Gazetted 24 March 2022)

Suburban Land Agency

Development Delivery

Urban and Commercial

Irena Sharp

From: Infrastructure Manager/Specialist 1 \$172,791

Environment, Planning and Sustainable Development

To: †Infrastructure Manager/Specialist 3 \$197,474

Suburban Land Agency, Canberra (PN. 11260) (Gazetted 3 February 2022)

Transport Canberra and City Services

Office of the Director General

Communications

Communications and Engagement

Helen Gombar-Millynn

From: Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$133,552 - \$150,347

Transport Canberra and City Services, Canberra (PN. 32547) (Gazetted 15 June 2021)

City Services

Roads ACT

Traffic Management and Safety

Shahidul Islam

From: Infrastructure Officer 1 \$74,782 - \$88,358

Transport Canberra and City Services

To: Infrastructure Officer 2 \$90,210 - \$103,785

Transport Canberra and City Services, Canberra (PN. 54440) (Gazetted 14 January 2022)