



ACT Government Gazette

Gazetted Notices for the week beginning 06 October 2022

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Chief Finance Officer

Temporary Vacancy (immediately until 13 January 2023 with the possibility of extension up to nine months)

ACT Health Directorate

Corporate Services

Position: E1087

(Remuneration equivalent to Executive Level 1.4)

Expressions of interest from suitably qualified and experienced candidates are being sought to temporarily fill the role of Chief Finance Officer, ACT Health Directorate.

The Chief Financial Officer provides strategic leadership and vision to develop the financial maturity of ACT Health Directorate, health funding and performance models. The role will be responsible for managing financial management frameworks, processes and accountabilities and will provide overall leadership and management of the Strategic Finance Branch. The position has responsibility for the provision of sound financial advice to the Director-General and the Minister.

Reporting to the Executive Group Manager, Corporate and Governance, Chief Financial Officer is accountable for the day-to-day management of the financial operations of ACT Health.

The main focus of this role are:

- Matters related to Health Funding Taskforce (system wide view);
- negotiation and implementation of Commonwealth Funding Agreements (including National Partnership agreement);
- management of a \$1.8 billion budget, including financial reporting to statutory requirement;
- Local Hospital Network - financial operations/reporting;
- involvement in Calvary Network Agreement, including participation on the Calvary Network Committee;
- National Health Funding Body representative;
- Independent Pricing Authority representation (negotiations and discussions of a range of external committees, e.g. whole of government CFO Forum, finance related working groups, Quality and Measurement Advisory Committee representative);
- accounting operations of ACT Health and the LHN including financial statements and reports, financial risk management and ensure compliance with internal financial and accounting policies and procedures,
- preparation, development and analysis of management accounting and other financial and reporting information, and
- provision of high-quality support and advice services to key stakeholders, budget holders and managers.

If you demonstrate leadership and have experience in financial management, we want to hear from you.

To apply: Please submit no more than a one-page pitch addressing the capabilities and Job Specific Criteria, a curriculum vitae and contact details of two referees to John Fletcher via email, **by COB Thursday 20 October 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 **\$266,764 - \$277,429** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$237,008**.

Contact Officer: John Fletcher (02) 5124 9869 john.fletcher@act.gov.au

Mental Health and Suicide Prevention

Mental Health Policy and Strategy

N/A

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 35683)

Gazetted: 06 October 2022

Closing Date: 20 October 2022

Details: Are you passionate about Mental Health and wellbeing? do you have the following skills?

Ability to think strategically,

Have written communication skills of a high order.

Excellent interpersonal, communication

If so this position may be for you.

An exciting opportunity is available for an experienced policy officer with a commitment to improving mental health outcomes for the ACT community. The Policy Officer is required to exercise a considerable degree of independence to achieve policy and project outcomes. The position will require well-developed written and verbal communication skills and ability to liaise with a diverse range of stakeholders.

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

Eligibility/Requirements

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

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: Please provide a two-page pitch outlining how you meet the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wendy Kipling (02) 6207 1444 Wendy.Kipling@act.gov.au

Policy, Partnerships and Programs

Data Analytics Branch

Government Briefings, Reporting and Analysis

Assistant Director, Government Briefing, Reporting and Analysis

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43164)

Gazetted: 06 October 2022

Closing Date: 20 October 2022

Details: The Data Analytics branch was recently established to bring the directorate's data related functions and capabilities together into a single Branch to strengthen data governance and management, and ensure data and evidence is driving our policies, programs, and services. The branch works in partnership with the Digital Solutions Division on data strategy, data governance and metadata management functions.

The Government Briefings, Reporting and Analysis team is responsible for providing quality data analysis and business intelligence functions to support Territory Wide Reporting including the production of the quarterly performance report.

Under broad direction from the Director, Government Briefings, Reporting and Analysis this position will:

Produce high quality, data visualisations that can be scaled based on audience and purpose.

Develop and maintain strong, effective working relationships with internal and external stakeholders to facilitate data collection, review, analysis and reporting.

Provide input into the development and ongoing management of ACT Health's data repository.

Apply standards and procedures in development and communication for reporting and data repository change processes.

This would be an excellent opportunity for anyone looking to leverage their technical capabilities in SQL and Power BI as well as develop their skills in data and reporting. For further information on the roles and responsibilities please see attached position description.

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Eligibility/Requirements

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

Notes: This is a temporary position available immediately until the 31st of March 2023 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.

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.

Current and former ADF members are encouraged to apply.

How to Apply: Interested candidates are requested to provide a written pitch (maximum two pages) outlining relevant skills and experience and why they believe they will be suitable for the role. Please also provide a recent curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rajvir Kaur (02) 6207 6147 Rajvir.Kaur@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

Investigation

Director of Investigation

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59093)

Gazetted: 07 October 2022

Closing Date: 24 October 2022

Details: The Director Investigations will lead, manage, direct and, where necessary, participate in the investigations undertaken by the Commission. The Director is required to provide strategic and operational investigative advice to the Executive and staff of the Commission.

The Director will oversight and manage the use of the coercive powers as they apply in the investigative environment of the Commission and will consult and collaborate with the Solicitor to the Commission to ensure the use of statutory and coercive powers are exercised lawfully and in accordance with Commission policies and procedures.

The Director will be responsible for ensuring the investigative practices of Commission staff operate at best practice and are able to withstand internal and external scrutiny, including being benchmarked against relevant standards. This extends to driving change, drafting policy and implementing procedure.

You will be the 'business owner' of the Commission's case management system. This function will require you to possess a complete working knowledge of the system, its capabilities and objectives. You will be required to regularly meet with the software designers to ensure any suggested updates and performance improvements can be efficiently implemented. You will be responsible for the provision of and organising ongoing training in the use of the system.

You will be expected to mentor Commission staff in developing a working knowledge of the *Integrity Commission Act 2018 ('Act')*, *Public Interest Disclosures Act 2012*, Commission policies and procedures. This extends to an ability to analyse and interpret elements of the ACT *Public Service Code of Conduct and Public Sector Management Act 1994* and how these connect to the functions of the Commission.

You will be expected to participate in decision making and strategic planning as a member of the senior management team to contribute to organisational direction, planning and objectives.

This position is a role model for professionalism and investigation expertise. It is expected this position will provide clear guidance and mentoring to the Investigation team members and work collaboratively with the Solicitor to the Commission and the Senior Director Corruption Prevention and Education in ensuring the objectives of the Commission are successfully and professionally implemented.

Eligibility/Other Requirements: This position will require, at a minimum, a baseline security clearance with progression to an NV2 level. Approval to commence employment may be granted by the Commissioner or CEO on the basis of the successful acquisition of an appropriate clearance.

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

It is a condition of employment with the Commission that staff be fully vaccinated against COVID-19

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 include:

A current curriculum vitae, and

A written response, not exceeding 850 words, to the six criteria listed under the 'What you require' section of this position description.

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

Contact Officer: Judy Lind 02 6205 9899 Judy.Lind@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

Executive Director, Nursing and Midwifery and Patient Support Services

Temporary Vacancy (7 November 2022 – 25 November 2022)

Canberra Health Services

Nursing and Midwifery and Patient Support Services

Position: E874

(Remuneration equivalent to Executive Level 2.3)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 11 October 2022

Expressions of Interest are sought for the position of Executive Director, Nursing and Midwifery and Patient Support Services at Canberra Health Services to backfill from 7 - 25 November 2022 whilst the current incumbent is on leave.

Reporting to the Chief Executive Officer, the Executive Director Nursing and Midwifery and Patient Support Services (EDNMPSS) plays a key role in developing a collaborative and strategic approach to nursing and midwifery and patient support services, and setting the strategic, professional and workforce-oriented agenda.

This role will provide advice to the Chief Executive Officer and Chief Operating Officer on high-level operational issues and change initiatives. The role will consult and liaise with other executives on nursing, midwifery and patient support services issues.

The EDNMPSS is a critical executive leadership position and is expected to play a key role in planning and continuous improvement for the Division. The EDNMPSS will have responsibility for ensuring divisional management and compliance for human resources management, contract management, financial management and government business.

To apply: Interested candidates are requested to submit a one page pitch, outlining relevant skills and experience, as well as a current curriculum vitae and the name and contact details of two referees to Nicole Stevenson via email, nicole.stevenson@act.gov.au by COB Tuesday 18 October 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 \$325,947 - \$339,001 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$290,087.

Contact Officer: Kellie Lang 0434 567 464 kellie.lang@act.gov.au

Medicine

Emergency Department

Registered Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 24556, several - 0265G)

Gazetted: 06 October 2022

Closing Date: 14 November 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

An exciting opportunity exists for motivated Registered Nurses to work in our busy Emergency Department.

Applicants with a VISA or require VISA sponsorship will be considered.

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:

www.canberrahealthservices.act.gov.au

Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

ABOUT YOU

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

Behavioural Capabilities

- Ability to work independently and as part of a multidisciplinary team
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
- High level leadership skills
- High level communication skills and the ability to critically think

Position Requirements/Qualifications:

Mandatory:

- Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

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

Or

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

- Have an understanding of how the [National 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 is permanent and temporary positions for 11 months with the possibility of permanency available.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Victoria Clarke Victoria Clarke (02) 5124 3753 Victoria.C.Clarke@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Physiotherapy (Pelvic Health)

Pelvic Health Physiotherapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 28319-0261S)

Gazetted: 10 October 2022

Closing Date: 24 October 2022

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www.canberrahealthservices.act.gov.au

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community-based care across a range of settings. Our staff are committed to the delivery of health services that reflect the Canberra Health Service's vision and CHS is committed to supporting staff in their professional journey.

RACS services work collaboratively with patients, clients, and individuals, involving their carers and family, as well as other services within and external to ACT Health.

Community Care Physiotherapy services are offered from community health centres across the ACT. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

The Community Care Pelvic Health Physiotherapists have a wide scope of practice including, but not limited to; Adults – Male and Female urinary and faecal incontinence and urgency, pelvic organ prolapse, nocturia and erectile dysfunction, persistent pelvic pain, and sexual dysfunction

Post-natal recovery >12 months

Paediatric bladder or bowel issues from 3 years, pelvic pain, and unresolved bed wetting

Persistent pelvic pain and Transvaginal mesh issues

Children with developmental problems or disability that are not NDIS eligible or cannot access NDIS services locally

Urinalysis, internal examinations, and bladder scanning with real time ultrasound

Applicants must also feel confident in the delivery of:

Pelvic floor workshop – initial education for women over 18 with one on one follow up if needed

Pelvic pain workshop – education and beginnings of self-management for women over 18 with one on one follow up if needed

Post prostatectomy men – education and treatment for incontinence

Supervision of master's level students specialising in pelvic health

Formal mentorship of other team members developing their pelvic health skills.

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Behavioural Capabilities

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

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

Strong interpersonal and communication skills and confidence communicating across a range of media.

Critical thinking skills and ability to form defensible conclusions based on evidence and sound judgement.

Position Requirements/Qualifications:

Mandatory

Degree in Physiotherapy with a further qualification (or currently completing) in pelvic health physiotherapy or related field.

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

Current driver's license

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Demonstrated experience in treating pelvic health issues in a public health setting.

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

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

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

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Note: This is a temporary position for up to 12 months at 25.73 hrs per week. The salary noted will be pro rata.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Cancer and Ambulatory Support (CAS)

Central Outpatient Department (COPD)

Registered Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 31728 - 0265F)

Gazetted: 10 October 2022

Closing Date: 24 October 2022

Details: 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:

www.canberrahealthservices.act.gov.au

The Central Outpatient Department (COPD) at Canberra Hospital sits within the Division of Cancer and Ambulatory Support (CAS), providing clinic-based care to a wide variety of medical and surgical specialties. Nursing staff work across medical and surgical services including neurology, neurosurgery, endocrinology, general medicine, rheumatology, dermatology, infectious diseases, orthopaedics, plastics, vascular, urology, ear nose and throat and oral and maxillofacial.

The Registered Nurse Level 2 team leaders in the COPD have a primary focus on one or more specialties but are expected to deliver flexible care across the department as necessary. The primary speciality focus for this position is the Registrar Review Clinic service.

DUTIES

The Registrar Review Clinic is a fast-paced service, providing care for patients presenting from Walk-in Centres, General Practitioners and Emergency Departments with acute orthopaedic or plastics related injuries. Under the supervision of the Clinical Nurse Manager, the Level 2 Registered Nurse team leader's primary role is to work alongside clinicians and key stakeholders to coordinate safe, effective, and timely access to care. The team leader is responsible for triaging referrals, managing clinic schedules, supports staff and act as a role model to promote evidence-based practice. The role requires excellent communication skills to work in concordance with the multidisciplinary team. Clinic schedules primarily run from Monday to Friday during business hours. Other duties include:

In collaboration with the multidisciplinary team provide lead, coordinate, and deliver clinical care to patients in the Registrar Review Clinic within the Outpatients Department.

2. Facilitate patient flow of clinics through paper-based review clinical review and allocation to appropriate clinics, ensuring pre-appointment readiness and the timely follow up of patients. While assisting with the collection, collation, and analysis of data to evaluate patient outcomes, service demand and facilitate appropriate patient access.

3. Maintain a high level of interpersonal and communication skills and facilitate appropriate patient assessment, care planning and education.

4. In collaboration with the CNM, assist with review and development of clinical policies, education, procedures and practices which contribute to the delivery of high-quality care. Provide leadership and mentorship to RN1 and ENs in the team.

5. Facilitate evidence-based quality improvement activities that reflect the changing trends in medical and surgical Outpatient service delivery and align with the National Safety and Quality Health Service (NSQHS) Standards.

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

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

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

Position Requirements/Qualifications:

Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a minimum of three years' experience is preferred.

- Tertiary qualifications (or equivalent) in advanced nursing in plastics, wound care, or related field.
- 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 up to 12 months and/or permanency.

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: Rosemary Rummery 0468 595 585 Rosemary.Rummery@act.gov.au

Women Youth and Children

Community Health Programs

Multidisciplinary, Assessment, Intake and Navigation RN2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 59100 - 0265W)

Gazetted: 10 October 2022

Closing Date: 2 November 2022

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

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

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If you would like to use your Paediatric skills in a Community setting and you enjoy working with children, young people and their families, who are at an increased risk of poor health or developmental outcomes, we would love you to join our newly created MAIN team. The friendly and supportive MAIN team CNC and RNs will welcome you, and you will have the opportunity to participate in developing a new Model Of Care for the team. This is a great opportunity for the right person and that person might be you!

POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

Women, Youth and Children, Community Health Programs deliver a range of community based primary health services to women, children, young people, and families. These services include support, education, and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multi-disciplinary team.

The Enhanced Health Services includes the Early Family Support Service, Enhanced Child Health Service, Developmental Paediatric and Child Protection Medical Service and Women's Health Service.

Enhanced Child Health Service:

Registered Nurses within the Enhanced Child Health Services team work across the Multidisciplinary Assessment, Intake and Navigation (MAIN) Team and the Training Team.

MAIN Team

The MAIN Team receives referrals regarding child abuse, developmental and/or behavioural concerns for children and young people. Registered nurses in the MAIN Team are responsible for completing intake assessments to determine need and the appropriate service or team to respond to the identified need as well as providing health assessments for children entering Out of Home Care.

Training Team

Registered Nurses also work within the Training Team to deliver education regarding child protection and family violence matters for all CHS Staff and education sessions to consumers and stakeholders as required.

ABOUT YOU

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Behavioural Capabilities

Strong clinical, communication and interpersonal skills

Kindness

The ability to work respectfully in partnership with staff and stakeholders

Position Requirements/Qualifications:

Unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA).

A minimum of 5 years' clinical experience in paediatric nursing.

Hold a current driver's licence

Hold a post graduate qualification in paediatrics

Family Partnership Model and/or Circle of security training is desirable

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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:

provide the names of two referees, one being the current manager or CNC.

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: Meryl Crane (02) 5124 3392 Meryl.crane@act.gov.au

Clinical Services

New Graduate Social Worker

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 40161 - 025KO)

Gazetted: 10 October 2022

Closing Date: 24 October 2022

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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.

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

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

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

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

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

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

More information can be found on the CHS website: <https://www.health.act.gov.au/>

Exciting opportunities to work as a new graduate social worker in several teams across inpatient, outpatient and community settings:

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

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

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

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from acute crisis support through to treatment, rehabilitation, recovery and harm minimisation. Services are delivered at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, and other community settings including people's homes. These services include (and are not limited to):

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Community Mental Health Services

Justice Health Services

Mental Health Inpatient Services

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

Successful applicants will be part of a large network of social workers. You will have access to internal training and education targeted at early career allied health professionals, as well as clinical supervision to support development of your social work skills and professional identity.

The successful applicants will be employed as a full-time Health Professional Level 1 Social Worker in one of our multidisciplinary teams for 12 months.

ABOUT YOU

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Behavioural Capabilities

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

Ability to manage confidential and sensitive information.

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

Commitment to achieving positive outcomes.

Position Requirements/Qualifications:

Mandatory

Tertiary qualification in Social Work.

Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW).

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

Current Passenger Vehicles Driver's licence.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record

and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

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

Undergo a pre-employment National Police Check.

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

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

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

Contact Officer: Natasha Synnott 02 5124 0075 natasha.synnott@act.gov.au

Community Care Community Nursing

Rehabilitation Aged and Community Services

Wound Management Clinical Nurse Consultant

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 59105 - 0265E)

Gazetted: 07 October 2022

Closing Date: 26 October 2022

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

Rehabilitation, Aged and Community Services work collaboratively with individuals, carers and other services within and external to Canberra Health Services.

This full-time consultancy role provides high level clinical leadership in the specialty of wound management to staff managing patients with complex wound care needs.

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

Rehabilitation, Aged and Community Services work collaboratively with individuals, carers and other services within and external to Canberra Health Services.

This full-time consultancy role provides high level clinical leadership in the specialty of wound management to staff managing patients with complex wound care needs.

ABOUT YOU

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

Behavioural Capabilities

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

Individual initiative with strong problem solving and consultation skills

Well-developed communication and interpersonal skills
The ability to work autonomously and as part of the MDT

Position Requirements/Qualifications:

Relevant registration with the Australian Health Practitioner Regulation Agency
Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and /or community health settings applicable to the position is desirable
Hold a Current Australian Drivers licence
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
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 - Working with vulnerable people (WWVP) registration (act.gov.au)
Note: This is a temporary position available for a period of six months with possibility of extension and/or permanency.
Contact Officer: Nicole Shiels(02) 5124 1276 nicole.shiels@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Director of Allied Health

Allied Health Assistant - AMHRU - UCH

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 40167, several - 0264Y)

Gazetted: 11 October 2022

Closing Date: 25 October 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

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: www.canberrahealthservices.act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes.

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

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

The Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies, and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of recovery and the provision of collaborative care involving the person, their carers, and other key stakeholders.

Under the direction of an Allied Health Professional, Allied Health Assistants provide support to clinical staff with delivering psychosocial interventions to people with a mental illness or a mental disorder. Allied Health Assistants promote the identified recovery goals, working collaboratively with people to achieve these, and support the person to link with community agencies or NDIS providers. Allied Health Assistants level 3 are expected to provide supervision to staff at AHA level 1 and 2 and AHA students.

The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Recovery Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

This role involves shift work on a rotating, non-preferential roster, including weekends. Shifts are between 7am and 7pm Monday to Sunday.

ABOUT YOU

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Behavioural Capabilities

- Effective communication and interpersonal skills,
- Ability to respond to and prioritise competing tasks in a calm and efficient manner while also maintaining high work standards and accuracy,
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment,
- Commitment to achieving positive outcomes for people.

Position Requirements/Qualifications:

- Certificate IV in Mental Health or equivalent qualification.
- Registration under the ACT Working with Vulnerable People Act 2011
- A minimum of 24 months experience in a related/relevant organisation/service.
- Hold a current driver's license.
- The successful applicant will need to be available for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: There is permanent and Temporary positions for six months available

Prior to commencement successful candidates will be required to:

- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Contact Officer: Kannan Sakthivel (02) 5124 0220 Kannan.Sakthivel@act.gov.au

Clinical Services

Medicine

Advanced Practice Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 58950 - 02616)

Gazetted: 06 October 2022

Closing Date: 20 October 2022

Details: 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: www.canberrahealthservices.act.gov.au

Canberra Health Service, Emergency Department are currently recruiting Advanced Practice Nurses (APN 3.1) and presents an exciting opportunity to be at the forefront of developing senior clinical nursing roles within the department. The newly developed positions and program will built on the success of the primary health care

Walk-in Centre Advanced Practice Nurse activities and focus on delivery of high quality, effective, person-centred care within the emergency department context.

The role will enable autonomous practice in the management of patients as well as integrated collaborative practice with the broader health team and will utilise the applicant's expertise in assessment, treatment and management of a variety of conditions and presentations. Successful applicants will undergo an education and training program and will be supported in the growth and development of their role and the program. These senior nursing roles will provide clinical expertise and leadership, improve patient flow, patient care and job satisfaction and are creating career pathways for building a workforce for the future that is sustainable and with a positive culture.

The Emergency Department is a mixed adult and Paediatric tertiary trauma centre with Advanced Practice Nurses (APN) who provide episodic care for minor injury and illness to the ACT community and surrounds. Advanced Practice Nurses provide care to clients, using advanced clinical assessment skills supported by clinical treatment protocols, medication standing orders and clinical decision making.

An opportunity is available for suitably qualified Registered Nurse to apply for a permanent position as a trained Advanced Practice Nurse and or who would like the opportunity to be trained with the potential for a permanent position, in the Emergency Department. Successful applicants will be required to work a rotating roster with mornings and evenings across a 7-day week including public holidays.

Successful applicants will fill a permanent position in the Emergency Department with a combined training program with the CHS walk in centres. The number of successful applicants will be determinant on your preferred FTE.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

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

Position Requirements/Qualifications:

Relevant registered nurse qualifications and a minimum of 5 years' experience working professionally in primary health assessment experience or Emergency Departments experience is preferred.

- Registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum of 5 years post graduate nursing experience.
- Ability to work across all ACT Walk-in Centres, for training.
- Ability to work a flexible rotating roster
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies

Desirable:

- Primary health or Emergency Department assessment and treatment experience.
- Tertiary level qualification OR Post Graduate course work or study.
- The successful applicant must be available for a rotating roster with weekend, Public Holidays and evening work.
- 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.
- Have a high-level understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Note: As part of the selection process permanent Advanced Practice Nurse/Nurse Practitioner position candidates will need to complete a 4-week OSCE training module and pass the relevant Assessments for which Canberra Health Services will supply a temporary paid position to cover you for completion of the training module and assessment. Failure to complete or pass the module and assessments will result in an unsuccessful application and no permanent offer being extended. Please contact the listed Contact Officer for further information regarding this process

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: Nicole Slater (02) 5124 8515 Nicole.Slater@act.gov.au

Quality, Safety, Innovation and Improvement Clinical Analytics and Insights

Director

Registered Nurse Level 4.3 \$149,388, Canberra (PN: 15721 - 025MH)

Gazetted: 11 October 2022

Closing Date: 25 October 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

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: www.canberrahealthservices.act.gov.au

The Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements. The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

- Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.
- Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

ABOUT YOU

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Behavioural Capabilities

Demonstrated experience in reporting and analysing data for quality improvement purposes.

Exceptional attention to detail and ability to identify trends and issues in health care service delivery.

High level of emotional intelligence and strong management and engagement skills.

Demonstrated experience in fostering working relationships across teams and professional disciplines and implementing process improvements.

Proactive within strong organisational skills, able to work independently and within a team environment.

Position Requirements/Qualifications:

- Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA), relevant tertiary qualifications and a minimum of 4 years' experience working professionally with a clinical background desirable but not essential.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Cathy Burns (02) 5124 7353 Cathy.Burns@act.gov.au

Chief Information Office

CHS Digital Health Record

Clinical Data Abstraction Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59046 - 02631)

Gazetted: 06 October 2022

Closing Date: 10 November 2022

Details: POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

ACT Health Directorate (ACTHD) is currently implementing a territory wide Digital Health Record (DHR) system that includes Canberra's public hospitals, community health centres, walk-in centres, and justice health services. CHS is working in partnership with the project to implement the DHR and to ensure CHS is ready to adopt the technology. The CHS change management project is being coordinated through the Office of the Chief Information Office (CIO) of CHS.

The project is seeking expressions of Interest from interested persons to work in administrative capacity to assist with clinical data abstraction activities.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

Behavioural Capabilities

You will be an outstanding communicator, able to drive collaboration and inclusion.

You focus on quality and continual improvement, by taking a structured approach to your workload management, planning ahead and seeking feedback

Well-developed interpersonal skills and ability to maintain effective relationships with a range of internal and external stakeholders.

Position Requirements / Qualifications

Mandatory:

Applicants will require previous clinical experience working within a health service environment.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable:

The successful applicant may need to be available for occasional weekend and after-hours work, as the project nears go-live.

Have an understanding of how the National Safety 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 two months with the possibility of extension.

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

Undergo a pre-employment National Police Check.

Additional Information:

The successful applicant may be required to work at various sites across CHS.

Appropriate training will be provided to enable you to undertake this role.

Contracts may be offered on a temporary full-time, temporary part-time or casual basis, dependant on availability for a period up to 2 months.

Applicants will be selected from submitted applications and CV's, rather than a formalised interview process.

Contact Officer: Narelle Macgregor 5124 9332 narelle.Macgregor@act.gov.au

Cancer and Ambulatory Support

Cancer Supportive Care

Social Worker

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 21036 - 0260R)

Gazetted: 06 October 2022

Closing Date: 21 October 2022

Details: 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: www.canberrahealthservices.act.gov.au

The Cancer Psychosocial Service aims to improve outcomes for people with cancer and their families, by providing a comprehensive psychosocial service within the inpatient, outpatients and community settings. The Cancer Psychosocial Service is located at the Canberra Region Cancer Centre.

The Social Worker will have an understanding of issues relating to oncology and the impact of cancer on a person and their family / carer, including adjustment to the changes and challenges of a cancer diagnosis and its treatment for patients and families and grief, loss and bereavement counselling. They will demonstrate a commitment to working within an Interprofessional environment. The overall function of the position is to promote positive client outcomes through the provision of high-quality counselling, assessment and care planning interventions as part of a multidisciplinary team.

ABOUT YOU

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Behavioural Capabilities

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

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

Willingness to critically reflect on and develop practice skills and framework.

Position Requirements/Qualifications:

Mandatory

Tertiary qualification in social work and a minimum of 1 year experience working professionally in social work.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

Note: This is a temporary position available for 13 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.

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

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Erin Wells 0466322676 erin.wells@act.gov.au

Finance and Business Intelligence

Supply Services

Store Supervisor

Stores Supervisor \$63,774 - \$66,936, Canberra (PN: 23939 - 025XG)

Gazetted: 06 October 2022

Closing Date: 24 October 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

Three month Store Supervisor role available. This role is based at the Theatres at the Canberra Hospital but may be required to work at both Supply locations. This role involves ordering, decanting and managing stock levels in the Theatres and liaising with the Theatres team.

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Understanding of supply chain processes within a warehouse environment.

Adaptability and flexibility to accommodate change and provide responsive services.

Position Requirements/Qualifications:

Mandatory

- The successful applicant will need to be for occasional weekend and after-hours work.
- Hold a valid Australian Drivers Licence.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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 three months with the possibility of extension.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Jacqueline Williams (02) 5124 3109 Jacqueline.Williams@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Nutrition

Nutrition Allied Health Assistant

**Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level),
Canberra (PN: 39788 - 0264D)**

Gazetted: 06 October 2022

Closing Date: 20 October 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

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: www.canberrahealthservices.act.gov.au

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

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

Community Care Nutrition services are offered from community health centres and in patient homes across the ACT. The team provides nutrition services for a wide range of complex and chronic medical conditions including enteral nutrition; chronic renal failure; weight management; gastrointestinal disorders; malnutrition; and wound healing. Scope of Practice of the position includes: screening and evaluation of risk; individualised general nutrition advice; motivational interviewing; nutrition group presentations; liaising with nutrition companies under the supervision of a dietitian; and health promotion activities. Community Care Nutrition provides services for National Disability Insurance Scheme participants. As a service, we pride ourselves on high quality patient care, supervision and professional development.

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 and ability to work independently with a high degree of initiative

Adaptability and flexibility to accommodate change

Strong interpersonal skills and confidence communicating across a range of media

Position Requirements/Qualifications:

- Certificate IV in Allied Health Assistance (Nutrition) or tertiary qualifications in Nutrition
- Hold a current Driver Licence
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- 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 part-time position at (22.05) hours per week for six months with the possibility of extension and/or permanency. The above full-time salary will be pro-rata.

Prior to commencement successful candidates will be required to:

- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
 - Undergo a pre-employment National Police Check.
 - Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
 - Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)
- Contact Officer: Kate O'Brien (02) 5124 1479 kate.o'brien@act.gov.au

Women, Youth and Children

Community Health Programs

Multidisciplinary Assessment, Intake and Navigation (MAIN) Team Clinical Nurse Consultant

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 37142 - 0264V)

Gazetted: 06 October 2022

Closing Date: 24 October 2022

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

Our Values: Reliable, Progressive, Respectful and Kind

Are you interested in working with children, young people and their families, who present with significant health and psychosocial complexities, and work with them to achieve enhanced health and wellbeing outcomes? If so we invite you to join the newly established Multidisciplinary, Assessment, Intake and Navigation (MAIN) team as the Clinical Nurse Consultant. You will be well supported by the Community Health Programs leadership team.

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: www.canberrahealthservices.act.gov.au

Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multi-disciplinary team.

The Enhanced Health Services includes the Early Family Support Service, Enhanced Child

Health Service, Developmental Paediatric and Child Protection Medical Service, and Women's Health Service. The Multidisciplinary Assessment, Intake and Navigation (MAIN) Team sits in the Enhanced Child Health Service.

The MAIN Team Clinical Nurse Consultant provides clinical leadership to a team of Registered Nurses and Allied Health Professionals providing services to children, young people and families referred to the MAIN Team.

The MAIN Team receives referrals regarding child abuse, developmental or behavioural concerns for children and young people. Health Professionals in the MAIN Team are responsible for completing intake assessments to determine need and the appropriate service or team to respond to the identified need. Registered Nurses within the MAIN team provide health assessments for children entering Out of Home Care and where the child or young person is unable to access primary health care. All Health Professionals in the MAIN team also work within the Training Team at times to deliver education regarding child protection and family violence matters for all CHS Staff and provide in-services, and education sessions to consumers and stakeholders as 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 clinical, leadership and interpersonal skills

Adaptability and flexibility

The ability to work respectfully in partnership with staff and stakeholders

Position Requirements/Qualifications:

Mandatory

- Tertiary qualification in Paediatric Nursing and a minimum of five years' experience working professionally in the delivery of clinical services for children, young people, and families.

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Hold a current Drivers licence
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.

Contact Officer: Deborah Colliver (02) 5124 1607 deborah.colliver@act.gov.au

Nursing, Midwifery and Patient Support Services

Occupational Medicine Unit

Registered Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 38190 - 0266A)

Gazetted: 06 October 2022

Closing Date: 24 October 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

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

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The Occupational Medicine Unit (OMU) sits within the Division of Nursing, Midwifery and Patient Support Services and reports to the CHS Infection Prevention Control Unit. The OMU staff support the guiding principles associated with the clinical response of a pandemic by protecting the workforce, patients, and the community. This support includes undertaking qualitative fit testing of N95/P2 respirators for health care workers in high-risk areas. The OMU staff provide an occupational assessment, screening, and vaccination program for CHS staff including: Immunisation: Hepatitis B, measles, mumps, rubella, varicella (chickenpox), diphtheria, tetanus, and pertussis (Whooping cough) and annual influenza vaccination

Screening / serology: Hepatitis B, measles, mumps, rubella, varicella (chickenpox), and annual blood borne viruses (staff who perform invasive exposure prone procedures)

Management of staff with blood and body fluids exposures such as needlestick, sharps, splash, and scratch/bites.

Respiratory Mask Fit Tester has a direct reporting line to the CNC OMU.

If you are highly organised, with a high degree of drive and flexibility, along with strong communication skills, this may be the role for you.

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Behavioural Capabilities

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

- Strong organisational skills with a high degree of drive and adaptability.

- Strong communication skills and a high attention to detail.

Position Requirements/Qualifications:

- Be registered or have applied for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is a temporary position available for 2 years with the possibility of extension and/or permanency.

Prior to commencement successful candidates will be required to:

- Registration or eligibility for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Completed a certificate of immunisation course (or working towards completion).
- Undergo a pre-employment National Police Check.

Highly Desirable:

- Minimum five years recent full time equivalent post registration experience.

Contact Officer: Leanne Muir (02) 5124 3695 leanne.muir@act.gov.au

Chief Information Office

CHS Digital Health Record

Administrative Support Officer

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 57795, several - 02635)

Gazetted: 06 October 2022

Closing Date: 12 November 2022

Details: 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: www.canberrahealthservices.act.gov.au

ACT Health Directorate (ACTHD) is currently implementing a territory wide Digital Health Record (DHR) system that includes Canberra's public hospitals, community health centres, walk-in centres, and justice health services. CHS is working in partnership with the project to implement the DHR and to ensure CHS is ready to adopt the technology. The CHS change management project is being coordinated through the Office of the Chief Information Office (CIO) of CHS.

The project is seeking expressions of Interest from interested persons to undertake any, or all of the following roles:

Short term Ward Clerk role to assist with backfilling regular CHS staff who will be offline attending DHR Training.

Short term Patient Administration roles to assist with backfilling regular CHS staff who will be offline attending DHR Training.

Administrative staff to undertake basic data entry type work associated with the implementation of the DHR.

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Behavioural Capabilities

You will be an outstanding communicator, able to drive collaboration and inclusion.

You focus on quality and continual improvement, by taking a structured approach to your workload management, planning ahead and seeking feedback

Your resilience will see you through the challenges and help you navigate the dynamic nature of the job.

Strong organisational and problem-solving skills with the ability to manage and prioritise competing issues.

Well-developed interpersonal skills and ability to maintain effective relationships with a range of internal and external stakeholders.

Position Requirements/Qualifications:

- The successful applicant will need to be available for occasional weekend and after-hours work, as the project nears go-live.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you

will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable:

- Applicants will ideally have previous experience working in a busy customer service environment with excellent customer service skills and sound keyboard skills.
- 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 several positions available for up to three months, contracts may be offered on a Temporary full-time, temporary part-time or Casual basis, dependant on availability

Part-time and casual hours will be considered, and the full-time salary noted above will be pro-rata.

Selection may be based on application and referee reports only.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Narelle Macgregor 5124 9332 narelle.Macgregor@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services, Primary Health

Hume Health Centre and Bimberi Youth Justice Centre

Clinical Nurse Educator

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 42555-0264M)

Gazetted: 11 October 2022

Closing Date: 25 October 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

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: www.canberrahealthservices.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 people's 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 (JHS)
- Dhulwa Mental Health Unit

As the Clinical Nurse Educator, you will provide leadership and facilitate high quality education and training for staff across JHS both at the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre (BYJC). This position works collaboratively with the Assistant Director of Nursing (ADON) for JHS and the Clinical Nurse Manager and Clinical Development Nurse at AMC to ensure optimum service delivery and best practice.

In this position you will be required to undertake professional development and supervision; participate in quality initiatives; contribute to the multidisciplinary team processes and uphold the Canberra Health Services Values of reliable, progressive, respectful and kind.

The role is required to provide leadership and guidance for colleagues and stakeholders that aids the facilitation of ongoing development of excellence in clinical practice and optimal patient outcomes within this patient group. The role requires collection and analysis of data to evaluate the progress of the team and their ability to meet KPIs. This role reports to the JHS Primary Health Clinical Nurse Manager (RN 3.2)

ABOUT YOU

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Behavioural Capabilities

High level communication skills with ability to liaise with persons in contact with the criminal justice system in a non-judgemental manner, carers, GP's and relevant partner agencies.

Demonstrated ability to work both collaboratively in a multi-disciplinary team as well as ability to display leadership, initiative and work independently.

Strong organisational, programming and coordinating skills with a high degree of drive.

Position Requirements/Qualifications:

Mandatory

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

A minimum of 4 years' experience working professionally in a Primary Health / Custodial Health environment or equivalent.

Post graduate qualifications or working towards, in education or clinical teaching.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

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

Undergo a pre-employment National Police Check.

Undergo an ACT Corrective Services Security Clearance check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position for up to 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 - Working with vulnerable people (WWVP) registration (act.gov.au)

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Melanie Brown (02) 51242428 Melanie.Brown@act.gov.au

Rehabilitation Aged and Community Services

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 43115 - 0268Q)

Gazetted: 12 October 2022

Closing Date: 31 October 2022

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah.

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:

Highly organised and motivated

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

Good leadership skills with the ability to work independently to agreed outcomes.

Excellent interpersonal and communication skills

Position Requirements/Qualifications:

Mandatory

- Relevant nursing qualifications and a minimum of three years' experience working professionally in Acute Care setting.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.

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.
- Certificate IV in Training and Assessment.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for 7 months with possibility of extension and/or permanency. The successful candidates may be selected based on application and referee report only.

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

Contact Officer: Mercy Lukose 043 467 4442 Mercy.Lukose@act.gov.au

Finance and Business Intelligence

Health Information Services

Director Health Information Services

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 59119 - 02691)

Gazetted: 12 October 2022

Closing Date: 19 October 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: www.canberrahealthservices.act.gov.au

The Chief Financial Officer (CFO) Branch is led by the Chief Financial Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The CFO 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 main sub-units within the CFO branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, and Health Information Services.

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

With broad responsibility for approximately 40 staff the HIS Director is responsible for managing most aspects of the operations and service delivery including release of information, record access for patient care, research and quality, patient identifier management and reception/enquiries. The Director also has operational oversight of the record management teams including scanning, deficiency analysis, chart correction and access auditing.

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

The successful applicant will work collaboratively with team leaders across HIS to identify improvement opportunities, and to help build a collaborative, proactive workplace culture consistent with CHS values.

DUTIES

Plan, direct and coordinate the day to day operations of Health Information Services (HIS) including the management and allocation of resources to support the timely provision of clinical information and to ensure the safe and secure storage of Canberra Health Services clinical records.

Monitor service demand, identify opportunities for process and system improvements, and develop and implement strategies to achieve increased efficiencies in service delivery. Including the setting of individual and team goals and priorities to ensure effective workflow management and timely and accurate delivery of team outcomes.

Provide operational management, leadership, guidance and support to the Release of Information, Research/Quality and other HIS teams to ensure that patient privacy is maintained and that the release of personal health information is appropriate, authorised and consistent with policy and legislation.

Conduct detailed investigations, analyse findings and prepare written responses to complaints relating to suspected privacy breaches and/or inappropriate record access or release of information and provide education and training to Canberra Health Services staff, around privacy and confidentiality.

Provide high level, strategic advice and support around physical and electronic record management and storage, clinical record documentation requirements, and relevant standards, regulations, policies and legislation.

Oversee the strategic development and rationalisation of CHS clinical record forms and electronic templates within the clinical record system to ensure compliance with the appropriate standards and policies.

Contribute to the development and implementation of ongoing HIS quality improvement strategies including clinical record documentation audits and other improvement activities.

Undertaking other duties as appropriate to this level of classification which contribute to the operation of the section with the delivery of high-quality person and family centred, safe and high-quality patient care.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Confident communicator with strong liaison/negotiating skills

Ability to plan, prioritise and organise work to achieve performance objectives and ability to work well within a team environment

Position Requirements / Qualifications

Mandatory

Tertiary qualifications or equivalent in Health Information Management (or equivalent)

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

A thorough knowledge of Australian Standards in relation to paper-based and/or digitised (scanned) health record system requirements is highly desirable

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Previous experience in leading multiple teams within a health information service

Current Australian driver's license.

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

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

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

Undergo a pre-employment National Police Check.

Note: Selection may be made on Application only.

Contact Officer: Jennifer Elliott 51243326 jennifer.elliott@act.gov.au

CHS Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

New Graduate Psychologist

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 19279, several - 0266F)

Gazetted: 12 October 2022

Closing Date: 27 October 2022

Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

An exciting opportunity exists for graduates of clinical, forensic, or health psychology higher degree programs to come work as a new graduate psychologist in Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS).

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

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, and other community settings including people's homes. These services include (and are not limited to):

- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Community Mental Health Services
- Justice Health Services
- Mental Health Inpatient Services

The successful applicants will be employed as psychologists in one of our multidisciplinary teams in community and inpatient mental health settings and Justice Health Services. As a psychologist, you will provide a range of assessment and treatment services to assist people in the ACT that present with mental health concerns alongside a multidisciplinary team consisting of allied health assistants, medical officers, nurses, exercise physiologists, occupational therapists, peer workers, and social workers.

Successful applicants will be part of a large network of psychologists with access to internal training and education. Psychologists in MHJHADS professionally report to the Principal Psychologist and are supported to meet their professional learning goals.

Provisional Psychologists who have submitted their application and are awaiting formal approval of general registration with the Psychology Board of Australia are encouraged to apply. Please note the expected start date is February 2023.

At the end of the graduate year, consideration for ongoing appointment as a Health Professional Level 2 is contingent on successful recruitment through a merit selection process.

ABOUT YOU

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Behavioural Capabilities

Critical thinking skills and ability to form defensible conclusions based on evidence and sound judgement

Ability to manage confidential and sensitive information

Ability to work within a multi-disciplinary team and adapt quickly to a changing environment, while meeting the demands of a training (internship) program

Commitment to achieving positive outcomes

Position Requirements/Qualifications:

Mandatory

- Be registered or be eligible for general registration with the Psychology Board of Australia
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.

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.
- Current driver's licence.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
 - Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
 - Comply with CHS credentialing and scope of clinical practice requirements for allied health professional
- Note: There are several temporary positions available for 12 months with possibility of extension and/or permanency.

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

Contact Officer: Kristie Thorneywork (02) 51247295 Kristie.Thorneywork@act.gov.au

Mental Health, Justice Health, and Alcohol and Drug Services

New Graduate Occupational Therapist

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 31733, several - 0265V)

Gazetted: 12 October 2022

Closing Date: 31 October 2022

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POSITION OVERVIEW

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An exciting opportunity exists to work as a new graduate occupational therapist in Mental Health, Justice Health, and Alcohol and Drug Services (MHJHADS). The successful applicant/s will be employed as a full-time Health Professional Level 1 for 12 months. *Please note the expected start date is February 2023.*

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from acute crisis support through to treatment, rehabilitation, recovery, and harm minimisation. Services are delivered at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, and other community settings including people's homes. These services include (and are not limited to):

- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Community Mental Health Services
- Justice Health Services
- Mental Health Inpatient Services

The successful applicant/s will be employed as an occupational therapist in one of our multidisciplinary teams for 12 months. You will provide a range of assessment and treatment services to assist people in the ACT that present with mental health concerns.

Successful applicant/s will be part of a large network of occupational therapists. You will have access to internal training and education targeted at early career allied health professionals, as well as clinical supervision to support development of your occupational therapy skills and professional identity.

ABOUT YOU

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Behavioural Capabilities

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

Ability to manage confidential and sensitive information.

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

Commitment to achieving positive outcomes.

Position Requirements/Qualifications:

Mandatory

- Tertiary qualification (or recognised equivalent) in Occupational Therapy.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (Ahpra).
- Current passenger vehicle driver's licence.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.

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.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professional

Note: These are temporary positions available for 12 months with the possibility of permanency. Depending on the team the position is in, some new graduate occupational therapists may be required to participate in overtime, weekend, after-hours, on call, and/or shift work with a rotating roster.

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

Contact Officer: Rebecca Phillips (02) 5124 1664 Rebecca.Phillips@act.gov.au

Strategy, Policy and Planning

Strategic Communication and Engagement

Senior Director, Channels and Insights

Senior Officer Grade A \$157,201, Canberra (PN: 58409 - 0266C)

Gazetted: 12 October 2022

Closing Date: 26 October 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

The CHS Communication and Engagement Branch is looking for an experienced, highly motivated communication professional to lead the development, implementation and evaluation of our audience-first channel strategy.

Reporting to the Executive Branch Manager, the successful candidate will lead a team responsible for ensuring all internal and external channels are effective, play a key role in building and strengthening relationships with key stakeholders and provide support tailoring content to our channels. You will form part of the broader CHS Strategic Communication and Engagement Branch - a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

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: www.canberrahealthservices.act.gov.au

STRATEGIC COMMUNICATIONS AND ENGAGEMENT

Our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals.

We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

We work hard to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time:

bring an audience-first lens to your work, informed by research, insights and evaluation

work with stakeholders in partnership with a strong client service ethic

enjoy working in a fast-paced environment, be flexible and open to change

be supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan.

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 to change in a diverse environment.

Well-developed organisational skills with a high degree of drive and responsiveness.

Excellent oral and written communication skills, particularly the ability to produce high impact products and content.

Position Requirements / Qualifications

Mandatory

Relevant tertiary education qualifications and a minimum of five years' experience working professionally in communications is required.

Leadership and management experience with a record of achievement in a similar role.

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record

and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

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

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: David Jean N/A David.Jean@act.gov.au

Cancer and Ambulatory Support

Walk-in Centres (WiC)

Administration Services Officer

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 29439, several - 0263R)

Gazetted: 10 October 2022

Closing Date: 24 October 2022

Details:

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: www.canberrahealthservices.act.gov.au

Cancer and Ambulatory support (CAS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary care across a range of settings. This includes the Canberra Region Cancer Centre, Central Outpatients, Community Health Intake, and the Walk-in Centres.

The Walk in Centre's (WiC) are a primary health service with Advanced Practice Nurses (APN) and Nurse Practitioners (NP) who provide episodic care for minor injury and illness to the ACT community and surrounds.

Administration Officers provide support to the nursing team.

ABOUT YOU

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Behavioural Capabilities

Excellent customer service skills

Ability to adapt to a fast-paced environment

Ability to contribute to a positive workplace culture in a team environment

Position Requirements/Qualifications:

- The successful applicant will need the ability to work across all ACT Walk-in Centres.
- This is a shift work role requiring the ability to work varying start/finish times between 7.30am and 22:30pm as well as weekends to meet the operational requirements of the centre.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS), CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks indicators align with this role.

Note: There are several temporary positions available for six months with the possibility of extension up to 12 months and/or permanency.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Dean Le 0481 097 654 Dean.Le@act.gov.au

Nursing and Midwifery and Patient Support Services

Patient Support Services

Mental Health Wardsperson

Health Service Officer Level 5 \$60,182 - \$63,169, Canberra (PN: 17553, several - 0262H)

Gazetted: 11 October 2022

Closing Date: 25 October 2022

Details: 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: www.canberrahealthservices.act.gov.au

The Mental Health Wardsperson position is a support to the clinical staff and provides assistance with patient care.

The Canberra Hospital is a 24-hour service that operates daily including weekends and Public Holidays.

These positions are to assist with patient manual handling and transport throughout the hospital campus, and to assist in code response. The above Advertised positions are fulltime permanent positions working 38 hours per week and involves working 10.85 hour shifts on a rotating roster

ABOUT YOU

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

Behavioural Capabilities

Good communication skills: To ensure effective teamwork and that all Hospital Assistants comply with policies and procedures that are relevant to their work performance.

Teamwork: An understanding of the importance of teamwork and the ability to work collaboratively to create a positive culture and deliver a quality service.

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

Position Requirements/Qualifications:

- Experience working with people with a mental illness or disorder.
- Understanding of Infection Prevention and Control Processes within a healthcare facility.
- The successful applicant will need to be available for weekend and after-hours work.
- Hold a current driver's licence.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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: 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: Joanne Keni 02 5124 2980 joanne.keni@act.gov.au

Workforce Capability

People and Culture

Senior Director

Registered Nurse Level 5.4 \$159,986, Canberra (PN: 28480 - 02670)

Gazetted: 12 October 2022

Closing Date: 19 October 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

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: www.canberrahealthservices.act.gov.au

The People and Culture (PandC) Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across Canberra Health Services (CHS).

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

Workforce Capability (WC) is the largest area of training within CHS, reporting to the Executive Group Manager (EGM) of PandC. WC is located on the Canberra Hospital Campus and provides a key coordination role for learning and development (LandD) in CHS. WC provides education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation and our consumers, as well as valuing the needs of staff. WC develops many of the eLearning programs and manages the learning management system (LMS), reporting and policies for most of the education/training in CHS.

ABOUT YOU

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Behavioural Capabilities

Embodies and models CHS values, professional and public service codes of conduct. Sustains excellent professional relationships within CHS, external organisations, professional bodies and other groups as required. Leads and inspires trust and respect and motivates people. Mentors and guide a diverse team and external parties in a collaborative and influential manner.

Articulates vision and competent in negotiation and influencing skills in dealing with complex situations. Manages resources strategically to deliver agreed results and directs the efforts of others in WC towards the completion of objectives.

Position Requirements/Qualifications:

Mandatory

- Tertiary qualifications or equivalent in education and or management.
- Extensive, diverse experience working professionally as a Registered Nurse.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.

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.
- Commitment and accountability to own learning, development and practice with postgraduate tertiary qualifications at Masters level, in management and/or education and/or extensive relevant experience.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- 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 - Working with vulnerable people (WWVP) registration (act.gov.au)

Note: This is a temporary position available for three months with the possibility of extension and/or permanency. For more information on this position and how to apply “click here”

Contact Officer: Narelle Griffiths (02) 51249847 narelle.griffiths@act.gov.au

Women Youth and Children

Enhanced Health Services

Early Family Support Counselling and Physiotherapy Team, Early Family Support Service

Clinical Lead

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 59135-025ZZ)

Gazetted: 11 October 2022

Closing Date: 25 October 2022

Details: Our Vision: creating exceptional health care together

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

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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: www.canberrahealthservices.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/>

Women, Youth and Children Community Health Programs delivers a range of health care community-based services to women, children, young people and families. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multidisciplinary team. The Enhanced Health Services (EHS) include the Early Family Support Service (EFSS), Enhanced Child Health Service (ECHS), Developmental Paediatric and Child Protection Medical Service (DPCPMS), and Women's Health Service (WHS).

Early Family Support Counselling and Physiotherapy Team, Early Family Support Service

Health professionals in the Early Family Support Counselling and Physiotherapy (EFSCP) Team within the Early Family Support Service provide counselling and psychosocial support to parents from the antenatal period and at any time until the child is five years of age. This counselling and psychosocial support is provided for issues relating to birth trauma, attachment, adjustment to parenting, child development and behaviour, and relating to the impact of past interpersonal or developmental trauma on parenting.

Health Professionals within the EFSCP Team collaborate with the Nursing Team to provide collaborative, integrated care through case consultation and joint home visiting as needed. Health Professionals also participate in the delivery of training and education programs to CHS staff and external stakeholders and consumers

As Clinical Lead you will provide clinical leadership, clinical supervision, and guidance to a team of Health Professionals. You will provide expert clinical interventions for highly complex and sensitive presentations and work collaboratively with team members to achieve enhanced health outcomes with a focus on safety. You will work in collaboration with clinical leads, health professionals and managers to support and embed a model of holistic multidisciplinary care.

This is a rewarding and exciting position within a vibrant service that is suitable for a dynamic, flexible, and highly skilled Health Professional, with strong leadership, who is committed to the delivery of high quality, trauma informed, and holistic care, to women, children, young people, and families.

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 clinical, leadership, and interpersonal skills

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

The ability to work respectfully in partnership with staff and stakeholders

Position Requirements/Qualifications:

A Relevant Degree in Social Work or Psychology and be registered with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for accreditation with the Australian Association of Social Workers. A minimum of five years' experience working professionally in the delivery of health services to women, children, young people and families is preferred. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

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

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

Undergo a pre-employment National Police Check.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Deborah Colliver 02 51241616 Deborah.Colliver@act.gov.au

Women Youth and Children

Canberra Health Services

Administration Support and Personal Assistant to the Clinical Director of Obstetrics and Gynaecology

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 25879 - 0266X)

Gazetted: 11 October 2022

Closing Date: 18 October 2022

Details: 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: www.canberrahealthservices.act.gov.au

Women's, Youth and Children's provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital and health Services, Community Health Centres, client's homes, schools and Child and Family centres.

The Obstetric and Gynaecology Department within the Centenary Hospital provides midwifery and nursing care to women from the ACT and surrounding regions. Maternity Services at the Centenary Hospital offers a diverse range of programs to women during pregnancy, birth and early parenting and strives to provide woman-centered, holistic, evidenced based, culturally respectful, quality care for women in the ACT and surrounding area.

Gynaecology services at the Centenary Hospital offer specialist clinics to assist women experiencing gynaecological problems by investigating causes and managing and treating the conditions using evidence based practice.

Under broad direction of the Operations Manager, the Administrative Support Officer role provides administrative support for a number of stakeholders and services within the department of Obstetrics and Gynaecology. The Administrative Support Officer is responsible for preparing a range of correspondence, diary and inbox management, providing secretariat support to committees manage meeting room bookings, assisting with human resource and financial management functions as well as other general administrative duties.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Good communication and interpersonal skills.

Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner

Position Requirements/Qualifications:

Mandatory

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record

and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Previous experience using HP Records Manager 8 (aka. TRIM).

Previous experience working in the health sector.

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 three months with the possibility of extension.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

Contact Officer: Mitchel Green 02 51247491 Contact Officer Number 02 51247491 Mitchel.Green@act.gov.au

Cancer and Ambulatory Services

Central Outpatients

Clinical Nurse Manager

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 22379- 02673)

Gazetted: 11 October 2022

Closing Date: 25 October 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

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: www.canberrahealthservices.act.gov.au

The Outpatients Services multidisciplinary team provides a coordinated approach in the education and care of patients and their families accessing the outpatient clinic setting. This position provides expert leadership in coordinating a clinical service team ensuring proficient, professional, and appropriate day to day operational management of client care delivery. The Central Outpatient Unit (COPU CNM) Provides expert leadership in coordinating a clinical service team ensuring proficient, professional, and appropriate day to day operational management of client care delivery. Responsible for the management of clinical and staff issues, ensuring consistency of relevant legislation, policies, practice standards, processes and industrial frameworks for nurses and support staff within Central Outpatients. Whilst being accountable and responsible for resource expenditure and service delivery within budgetary requirements.

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 leadership skills, including capacity to build cohesive high performing teams

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

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

Resilience and adaptability in a dynamic health environment

Position Requirements/Qualifications:

Mandatory

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

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.

Desirable

Holds or is progressing towards a post graduate qualification in management and/or in a relevant clinical specialty. Relevant experience in the Central Outpatient Department.

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.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Cassandra Beaumont 0434945109 Cassandra.Beaumont@act.gov.au

Allied Health

Physiotherapy

New Graduate Physiotherapist

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 29654, several - 02686)

Gazetted: 11 October 2022

Closing Date: 25 October 2022

Details: Our Vision: creating exceptional health care together

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

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

Acute Allied Health Services (AAHS) Physiotherapy provides services to a range of clients in acute inpatient wards and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care. Acute physiotherapy inpatient care is delivered across 7 days with extended hours of service provision. New graduate physio therapists rotate across 5 clinical areas across inpatient and outpatient settings during the new graduate year.

Clinical supervision and support and professional development is provided through team structures, clinical supervision, competency-based skills assessments, on the job training, and internal and external professional development opportunities.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Effective communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory

- Relevant Tertiary qualifications or equivalent in Physiotherapy.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be available for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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: These are temporary positions available for 12 months with the possibility of extension and/or permanency. These positions are open to new graduates 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 - Working with vulnerable people (WWVP) registration (act.gov.au)
 - Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Contact Officer: Kerry Boyd (02) 5124 2670 /0421 577709 Kerry.Boyd@act.gov.au

CHS Chief Operating Officer Clinical Services

Medicine

Graduate Sleep Scientist

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 38110 - 025WE)

Gazetted: 11 October 2022

Closing Date: 3 November 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

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: www.canberrahealthservices.act.gov.au

The Department of Respiratory and Sleep Medicine (DRSM) provides both inpatient and outpatient services to the ACT and surrounding region. The department manages approximately 1,300 in-patient admissions annually. The department receives around 8,500 referrals per year for outpatient services, including medical clinics, nursing clinics, bronchoscopy, along with respiratory and sleep diagnostic investigations and therapeutic interventions. The Sleep Disorders Unit (SDU) is part of DRSM and provides 24-hour clinical services to patients for the assessment and management of sleep disorders. SDU undertakes both attended and unattended polysomnographic (PSG) procedures, the application and titration of positive airway pressure (PAP) modalities and supporting patient's acclimatising to treatment interventions. An exciting opportunity exists for a Graduate Sleep Scientist to become part of the allied health team. This position requires the ability to develop knowledge and competency to conduct tasks and activities within scope of practice according to procedures and published standards. The role includes supporting the operational and quality management requirements of sleep physiology measurement. The role requires participation in, and contribution to, continual professional development of the sleep scientist group.

Within CHS, the sleep science profession is part of the Clinical Measurement Sciences (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through

collaboration and excellence. The Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive, respectful and kind. The competency framework consists of five (5) generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

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

Demonstrates strong organisational skills with a high degree of drive and resilience.

Displays adaptability and the flexibility necessary to accommodate change and provide a service which is responsive to clients' needs.

Analytical thinking and ability to troubleshoot ability.

Position Requirements/Qualifications:

Mandatory

- Relevant tertiary qualifications with core components of human physiology/health science to meet eligibility requirements for membership of Australia and New Zealand Sleep Science Association (ANZSSA) and/or Australian Council for Clinical Physiologists (ACCP).
- The successful applicant will need to be available for regular after-hours rostered shifts and work independently (based on achieving competencies) up to 12 hours overnight including weekends when required.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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 12 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 - Working with vulnerable people (WWVP) registration (act.gov.au)
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Martin Urban (02) 5124 2066 martin.urban@act.gov.au

Rehabilitation, Aged and Community Services

Oral Health Services

Dental Technician

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 24082 - 0252P)

Gazetted: 11 October 2022

Closing Date: 25 October 2022

Details: 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: www.canberrahealthservices.act.gov.au

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

Under the direction of the Dental Laboratory Manager, the Dental Technician is primarily responsible for provision of high-quality Dental Laboratory services as part of a multidisciplinary team. This involves the application of knowledge, skills, professional judgment and initiative in the delivery of routine Dental Laboratory services, providing individual or group service delivery 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

Strong organisational skills with a high degree of drive

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

Well-developed critical thinking and self-reflection skills

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

High level of professionalism

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications (or equivalent) in Dental Technology or equivalent.

Desirable:

Two years work experience as a qualified Dental Technician.

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 up to 12 months 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

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

Contact Officer: Christine Hezkial 0466 794 139 Christine.hezkial@act.gov.au

Rehabilitation, Aged Care and Community Services

Community Care Nutrition

Dietitian

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 23479 - 0264X)

Gazetted: 12 October 2022

Closing Date: 26 October 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

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: www.canberrahealthservices.act.gov.au

DUTIES

Under limited direction of the Community Care Nutrition Manager, you will perform the provision of high-quality clinical assessments and interventions in community-based settings. This involves, promoting positive client outcomes through the provision of high-quality clinical services as part of an interprofessional team. You will: Provide appropriate assessment and interventions using established principles, techniques, and methods with support.

Liaise with carers and other service providers as required.

Complete clinical and administrative data collection and evaluation to data retention policies and standard.

Participate in education programs and contribute to teaching and training for areas of clinical service delivery.

Participate in team and program related service activities as required.

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

Participate in supervision, continuing professional development and performance management

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

ABOUT YOU

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

Behavioural Capabilities

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

Adaptability and flexibility to accommodate change

Strong interpersonal skills and confidence communicating across a range of media

Position Requirements/Qualifications:

Degree or Postgraduate qualifications in Nutrition and Dietetics or equivalent.

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

Hold a current Driver Licence.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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

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

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

Undergo a pre-employment National Police Check.

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

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

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

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

Executive Director, Education and Training Services

Temporary Vacancy (six months with the possibility of extension up to 30 June 2023)

Canberra Institute of Technology

Corporate Services

Position: E1027

(Remuneration equivalent to Executive Level 2.3)

The Canberra Institute of Technology (CIT) is a dynamic, modern, and diverse vocational education and training (VET) institute of learning. CIT plays a major role in the development of the ACT's future workforce and building its skill base. Our core business is the delivery of high-quality vocational training and education programs and services to meet the needs of a diverse customer base – locally, nationally, and internationally.

CIT is seeking an experienced strategic leader to fill the role of Executive Director, Education and Training Services to commence as soon as possible for up to six months.

The Education and Training Services Division is responsible for the delivery of teaching and learning across CIT. The Division provides a contemporary and positive student experience, incorporating:

- high quality vocational education and training, which is engaging, innovative and provides students with an authentic workplace-based learning experience,
- relevant and flexible delivery and scheduling of classes,
- seamless student information, enrolment, and support services, and
- welcoming learning spaces and access to resources.

The primary focus of the position is to work closely with the CEO and Executive team to provide overall leadership, guidance and support to CIT's leaders to ensure consistently high education and training outcomes are achieved and that CIT meets its commitments outlined in the CIT Strategic Compass.

The position requires a person with exceptional leadership and executive management skills to provide strategic direction for the Division and the Institute. Experience in dealing with an extensive range of people management, government, wider community and stakeholder matters are essential. The successful candidate will possess outstanding leadership, strategic, relationship management, communication and change management skills. For further information please see the Executive Capabilities attached.

To apply: Applicants should submit a short expression of interest of no more than two pages outlining what you could contribute to this role, details of two referees and a current curriculum vitae to Christine.Robertson@cit.edu.au by COB 13 October 2022.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. This is a temporary secondment to commence as soon as possible for six months with the possibility of extension.

Remuneration: The position attracts a remuneration package ranging from **\$325,947 - \$339,001** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$290,087**.

Contact Officer: Christine Robertson (02) 6205 3309 Christine.Robertson@cit.edu.au

Chief Information Officer

Temporary Vacancy (three months with possibility of extension up to six months)

Canberra Institute of Technology

Corporate Services

Position: E1216

(Remuneration equivalent to Executive Level 1.2)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 10 October 2022

The Canberra Institute of Technology (CIT) is seeking an enthusiastic and customer focused Chief Information Officer (CIO) to manage all aspects of CIT's information technology and digital delivery pathways, to enable a contemporary approach to vocational education and training, and an excellent student, workforce and community experience.

In collaboration with CIT executive, staff and service partners, the CIO will lead the CIT digitalisation and cloud campus projects and oversee ICT operations in alignment with WhoG strategies.

This position is currently being job sized.

To apply: Interested candidates should submit an Expression of Interest of one page maximum and a current curriculum vitae (including the contact details of two referees) to Meghan Oldfield via email, MeghanK.Oldfield@cit.edu.au by COB Monday 17 October 2022.

Remuneration: The position attracts a remuneration package ranging from \$235,922 - \$245,343 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$209,347.

Contact Officer: Meghan Oldfield MeghanK.Oldfield@cit.edu.au

Education and Training Services

CIT Trade Skills

Building Management

Administrative Support Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 58889)

Gazetted: 12 October 2022

Closing Date: 26 October 2022

Details: CIT is seeking a self-motivated individual with high level administrative skills to work within the Trade Skills Building Management Department

The primary focus of the position is to provide administrative support to the department.

Managing the reception desk, including providing information to prospective and current students

Providing support to the whole department, including support for committees and projects, and recording minutes of meetings

Exercising judgment to interpret guidelines and procedures to seek resolution of issues arising from enquiries and work tasks

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from an Aboriginal or Torres Strait Islander heritage and people with a disability.

Eligibility/Other Requirements: Experience in using electronic file management systems, such as TRIM, Banner and eLearn is desirable. Experience in vocational education and training (VET) sector and building management, engineering and building design sector is desirable.

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

How to Apply: Please submit a written response of no more than two pages addressing the Selection Criteria. Your suitability will be assessed based on your skills and knowledge in relation to the Selection Criteria outlined in the Position Description. Please provide two referee reports along with a current Curriculum Vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Cowlshaw (02) 6205 9840 Anthony.Cowlshaw@cit.edu.au

Industry Engagement and Strategic Relations

Industry Engagement and Strategic Relations

CIT Marketing

Graphic Designer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 39085)

Gazetted: 12 October 2022

Closing Date: 26 October 2022

Details: Are you a creative and motivated graphic design professional with skills in developing brands and designing assets for both print and digital channels? Have a knack delivering contemporary and innovative design solutions for digital and print channels, in line with industry standards, trends and best practice? Do you think creatively about how information is presented to achieve cut-through and effect behaviour change? Then we want you!

Canberra Institute of Technology (CIT) is on the hunt for an experienced and motivated graphic designer who can bring an innovative and fresh perspective to our team to deliver design work that supports communication strategies and campaigns. You will be joining a fun, supportive and enthusiastic team. The role will work closely with marketing officers, other graphic designers and our digital media officer, whilst also requiring the need to work autonomously. If you're successful, your role in the team will provide high quality design work from concept to final production for digital and print channels in line with brand, style and accessibility requirements and provide professional guidance and advice to stakeholders to support a consistent application of brand.

This is a great opportunity to work in a diverse, challenging and dynamic organisation where each day you will have the opportunity to work across a range of varied tasks and projects. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Requirements

Qualifications in graphic design are highly desirable.

Notes: This is a temporary position available from the 7th of November for 12 months with the possibility of permanency. 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: Applicants should submit a current curriculum vitae, a pitch – 1-2 pages addressing the Selection Criteria as per the Position Description, details of two referees and a graphic design portfolio.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Sporcic (02) 6207 4073 Rebecca.Sporcic@cit.edu.au

Education and Training Services

Technical Officer for the Fashion Area of CIT Creative and Design Industries

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 54357)

Gazetted: 06 October 2022

Closing Date: 24 October 2022

Details: Canberra Institute of Technology (CIT) Department of Creative and Design Industries is seeking an enthusiastic Technical Officer for the Fashion area. The position requires interaction with teachers and students to run the Fashion studio and equipment - meeting WHS requirements and day to day running of the simulated learning environments.

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

Eligibility/Other Requirements:

Mandatory

Fashion or related industry qualification OR relevant experience and/or qualifications appropriate to performing the duties of the position.

Note: This is an expected vacancy.

How to Apply: Applicants need to address the selection criteria no more than three pages. Any questions contact Julianne Abbot via email julianne.abbot@cit.edu.au.

Applications should be via the Apply Now button below.

Contact Officer: Julianne Abbot (02) 6207 3717 Julianne.Abbot@cit.edu.au

Education and training Services Division

CIT College of Technology and Design

CIT Centre Cyber Security

Head of Department – Centre for Cyber Security

Manager Education Level 1 \$133,267, Canberra (PN: 51869)

Gazetted: 07 October 2022

Closing Date: 21 October 2022

Details: An opportunity is available to fill permanent role of Head of Department, Centre for Cyber Security (PN51869) starting 11th January 2023, within the College of Technology and Design.

This position involves direct supervision of 17 staff members who are part of the Centre of Cyber Security and who work closely with staff in the Department of Information and Communication Technologies (ICT). There are high levels of collaboration between the two areas to enhance the student experience and respond to the skill needs of cyber security and ICT in the Canberra region.

The Head of Department will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental goals and will contribute to the strategic goals of the College and CIT. This position reports to the Director, College of Technology and Design.

Key skills for the position include:

Efficiently and effectively lead, manage, administer and co-ordinate the activities of an education department according to Institute Policies

Provide instructional leadership to teaching staff in the development of learning resources, program delivery, and quality assessment.

Work with colleagues across the Institute and with industry and student partners to continuously develop, review, and improve educational programs in the department; configuring training offerings to be relevant and high quality to meet industry and student needs.

Model the ACT Public Service values and signature behaviours, and the CIT Cultural Traits (Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable, and Inspirational).

Key skills for the position include:

Efficiently and effectively lead, manage, administer and co-ordinate the activities of an education department according to Institute Policies

Provide instructional leadership to teaching staff in the development of learning resources, program delivery, and quality assessment.

Work with colleagues across the Institute and with industry and student partners to continuously develop, review, and improve educational programs in the department; configuring training offerings to be relevant and high quality to meet industry and student needs.

Model the ACT Public Service values and signature behaviours, and the CIT Cultural Traits (Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable, and Inspirational).

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/Requirements

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent), and a Diploma of Vocational Education and Training (or equivalent).

For managers at or above Manager Education – Level 1:

Vocational qualifications are highly desirable; however, where managers engage in direct teaching activity (anywhere within CIT) subclause 40.10 will also apply to them, as it relates to the teaching activity; and Industry experience is highly desirable (although this does not have to be in the disciplines being supervised).

How to Apply: Please send a written response addressing Selection Criteria outlined in the attached Position Description and include a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shaun Haidon (02) 6207 9930 Shaun.Haidon@cit.edu.au

College of Technology and Design

CIT Department of Information Communication and Technology

Head of Department - Information Communication Technology (ICT)

Manager Education Level 1 \$133,267, Canberra (PN: 51084)

Gazetted: 07 October 2022

Closing Date: 21 October 2022

Details: Head of Department, ICT – Information, communication and Technology

Applications are invited for a full-time permanent role of Head of Department, information, Communication and Technology (ICT), within the college of Technology and Design, commencing 11th January 2023.

This position involves direct supervision of 19 staff members who are part of the Department of ICT and who work closely with staff in the Department of Cyber Security. There are high levels of collaboration between the two areas to enhance the student experience and respond to the skill needs of cyber security and ICT in the Canberra region.

The Head of Department will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental goals and will contribute to the strategic goals of the College and CIT. This position reports to the Director, College of Technology and Design.

Key skills for the position include:

Efficiently and effectively lead, manage, administer and co-ordinate the activities of an education department according to Institute Policies

Provide instructional leadership to teaching staff in the development of learning resources, program delivery, and quality assessment.

Work with colleagues across the Institute and with industry and student partners to continuously develop, review, and improve educational programs in the department; configuring training offerings to be relevant and high quality to meet industry and student needs.

Model the ACT Public Service values and signature behaviours, and the CIT Cultural Traits (Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable, and Inspirational).

Eligibility/Other Requirements

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING/INDUSTRY EXPERIENCE

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent), and a Diploma of Vocational Education and Training (or equivalent).

For managers at or above Manager Education – Level 1:

Vocational qualifications are highly desirable; however, where managers engage in direct teaching activity (anywhere within CIT) subclause 40.10 will also apply to them, as it relates to the teaching activity; and Industry experience is highly desirable (although this does not have to be in the disciplines being supervised).

How to Apply: Please send a written response addressing Selection Criteria outlined in the attached Position Description and include a current curriculum vitae and the contact details of two referees. Applications close 21st October 2022.

For further information please contact Shaun Haidon, Shaun.Haidon@cit.edu.au or 6207 9930

Applications should be submitted via the Apply Now button below.

Contact Officer: Shaun Haidon (02) 6207 9930 shaun.haidon@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

Corporate

People and Capability

Learning and Development

HR Projects and Policies Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38769)

Gazetted: 11 October 2022

Closing Date: 25 October 2022

Details: This is an opportunity to apply your policy, project, strategic and analytical skills to build organisational capability and support a safe, inclusive workplace.

You will play a key role in building the capability of staff across the directorate by providing advice, implementing projects and designing or reviewing policies and information materials that provide the foundation for a positive culture across the organisation.

The specific topics and focus area will vary in accordance with changing operational needs, therefore the successful applicant must have the ability to quickly understand and effectively communicate about a variety of HR topics including anti-discrimination, bullying and harassment, absence management, people management, leadership, recruitment, conflict of interest and the like.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

You'll join a great team and culture, with a wide range of entitlements including flexible working arrangements to work from home and in the office.

Notes: This is a temporary position until December 2022, with the possibility of extension until March 2023.

How to Apply: Please submit a response of no more than three pages demonstrating how you meet the Selection Criteria in the Position Description, along with your curriculum vitae and the names of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Catherine Morris (02) 6205 8414 Catherine.Morris@act.gov.au

Economic Development

Finance and Business Services

Finance Services

Director Finance Services

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 47086)

Gazetted: 06 October 2022

Closing Date: 21 October 2022

Details: The Economic Development Division sits within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD).

The role of the Division is to facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city. The Division is responsible for a broad range of business areas including Arts, Tourism, Sport and Recreation, Major Events, Venues, the National Arboretum, Skills, Tertiary Education and Business and Innovation.

Economic Development is currently seeking an experienced and appropriately qualified leader as its new Director, Finance Services. In this critical role you will manage the Finance team to ensure the effective delivery of financial services to the business areas and the Executive including budgeting, performance reporting, asset management, accounts payable/receivable and compliance.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

A history of delivering contemporary, high-quality financial services within compliance frameworks, including the ability to research and analyse complex financial information.

Excellent administrative and organisational skills, attention to detail and a demonstrated ability to plan, prioritise, coordinate and manage workflows associated with a busy business environment.

A qualification in finance, business or a related field is highly desirable.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. To apply you will need to submit a two-page pitch outlining why you are the best person for this role. The pitch should show that you have the capabilities required for the role and demonstrate your capacity to perform the duties and responsibilities.

You will also need to include a current Curriculum Vitae including details of work history, professional memberships, qualifications and the contact details of at least two referees.

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

Contact Officer: Sheri Norton (02) 6207 9454 Sheri.Norton@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services

TCCS ICT and EPSDD ICT

Deputy ICT Manager

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 02690, several)

Gazetted: 07 October 2022

Closing Date: 21 October 2022

Details: If you enjoy building strong relationships and are interested in providing customers with solutions to improve their ICT lifecycle management, governance and ICT controls, then this is the role for you!

Who are we looking for?

Do you enjoy engaging with Directorate stakeholders to be a trusted advisor on current and future ICT initiatives? Excellent liaison, negotiation, and collaboration skills to maintain and enhance customer partnerships.

Exceptional verbal and written communication skills with a high level of attention to detail, including the ability to accurately clarify, check, and record information.

Analytical thinking and problem-solving skills to support customers to resolve challenges and proactively put solutions in place to prevent issues from occurring.

What qualities do you need to have?

Knowledge of the tools and processes including ServiceNow, change management, tier 3 project management and depth and breadth of service offerings and service fulfilment

Ability to collaborate effectively with customers to understand requirements, provide analysis and problem resolution.

Commitment to high quality customer service principles and practices and the ability to manage customer expectations.

Analytical skills to identify and analyse current processes and develop effective solutions to meet positive business outcomes.

A passion for maintaining and improving processes for delivering high quality ICT services to customers.

Ability to lead a customer-focused team to deliver agreed business outcomes by taking initiative, organising resources, setting clear direction and providing guidance and mentoring for the team.

A typical day will include:

Engaging with business teams to understand current business applications and governance frameworks.
Working with clients to assist them in navigating the services and processes of DDTs in order to deliver their outcomes.

Working collaboratively with the wider team and technical ICT teams in progressing the clients desired outcomes.
Engaging with DDTs teams, customers, solution vendors and external stakeholders on security related matters.
Developing accurate and data driven reports for customers.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

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

Relevant tertiary qualifications in ICT are preferred.

ITIL Foundation Certificate would be advantageous.

Project management certification in Prince2, PMBoK or similar would be highly regarded.

Notes: There is one permanent and one temporary position for up to 12 months with the possibility of permanency available. 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: If you think you are the person for the job, please send your curriculum vitae (CV) along with an up to three page pitch on why you would like to undertake the role, the skillset you would bring, examples of your work demonstrating the capabilities outlined in the Position Description and how would make a positive impact in the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Carlton (02) 6207 2335 Karen.Carlton@act.gov.au

Workforce Capability and Governance

Industrial Relations and Public Sector Employment

Director, Public Sector Employment, Governance and Industrial Relations

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 15286)

Gazetted: 07 October 2022

Closing Date: 24 October 2022

Details: Are you a leader looking for a flexible approach to work, in a hybrid-team that delivers whole of government results? This might be the position for you!

The Director, Public Sector Employment, Governance and Industrial Relations, is a member of a small public sector employment team which provides high level strategic and operational advice on whole of government employment, industrial and workplace relations issues. The team is responsible for developing, negotiating and implementing policies and processes, assisting with enterprise bargaining and for providing quality advice to the ACT Government and directorates. The team is also responsible for the application, implementation and interpretation of public sector employment related legislation.

We are looking for a highly motivated and skilled person who can demonstrate they have the necessary public sector employment experience and legal knowhow to provide high level advice and to represent the Directorate and the Government in strategic workplace relations matters. They will be highly professional, possessing a commitment to delivering quality outputs within tight timeframes and the capacity to maintain confidentiality and discretion.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position works in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. This work can be undertaken flexibly and delivered through a hybrid approach to working from home and the office.

How to Apply: Please prepare a two-page pitch against the selection criteria and submit this with a copy of your curriculum vitae. Candidates who wish to rely on a referee report from a member of the selection panel should finalise the referee report before the close of applications.

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

Contact Officer: EmmaC Matthews (02) 6205 2693 EmmaC.Matthews@act.gov.au

Economic Development

Business and Innovation

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 49398)

Gazetted: 07 October 2022

Closing Date: 24 October 2022

Details: Business and Innovation are seeking applications for experienced professionals to fill several positions that will support and deliver a range of key programs to achieve the ACT Governments' Economic Development policy including CBR Switched On. These positions will contribute to the development and delivery of high-quality investment attraction and facilitation programs, looking at economic recovery, workforce attraction and the diversification of the ACT economy. The positions will also play a key role in the continued development of Canberra's innovation ecosystem by working collaboratively to develop and implement high quality evidenced-based policy, with a strong focus on Venture Capital. They will also look to further grow and support industry development programs and activities for Canberra's industries of strategic importance including the defence, space, cyber security, advanced technology and manufacturing industries.

Being part of a small, dynamic and fast-past team environment, the successful candidates will be highly motivated, reliable, flexible and committed to contributing to key ACT Government economic development policy including CBR Switched On. A key strength will be your outstanding interpersonal and project management skills; commitment to developing and maintaining excellent internal and external working relationships; and contributing to a workplace culture that strives for the delivery of high-quality outcomes.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other requirements: Qualifications in Public Administration, Economics, Business or a related subject (or a willingness to undertake) is highly desirable.

Notes: Several positions are available for an immediate start, for a period of three months with the possibility of extension up to 12 months and/or permanency. One position is available from 22 October 2022 until 23 January 2023, with the possibility of extension. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Our workforce is currently working from home wherever possible. The successful candidates will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role. 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 submit a two-page pitch addressing the Selection Criteria, a curriculum vitae and details of referees.

Applicants will be required to specify which areas they would like to be considered for, as outlined in the position description.

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

Contact Officer: Sean Kelly (02) 6205 8602 Sean.Kelly@act.gov.au

Shared Services

Partnership Services Branch

HR/Finance Service Desk

Customer Service Agent

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 36216)

Gazetted: 07 October 2022

Closing Date: 21 October 2022

Details: Expression Of Interest

If you like helping people, this job is for you.

If you want to work in a collaborative team environment, this job is for you.

If you're looking for a rewarding customer service job, this is the job for you!

Here at Shared Services, we are essential cogs in the ACT Government wheel, the enablers, providing corporate support to Directorates and Agencies so they can focus on service delivery to our community.

Our Customer Service Agents are at the coal face, providing 1st level support for our ACT Government colleagues on human resource and finance related matters. We are a busy call centre environment communicating with our customers via phone, live chat and email, transferring matters to the experts where required.

There's no denying it; we are very busy at times! We work hard and support each other but make sure we have fun too. We have an outstanding team culture and place a big emphasis on personal development, encouraging training opportunities and involving you in the delivery of our team's strategic direction.

We currently have full time vacancies available for up to 3 months. If you are looking for a higher duties opportunity to try something new and different or maybe wanting to transfer at level for the same reasons, don't hesitate to contact us to discuss this role. Training is provided for the first 6 weeks, with an offer of an extension once all training targets have been achieved.

You are strongly recommended to discuss this role with the contact officer.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/ Other Requirements:

Current ACT Government CMTEDD Baseline clearance or ability to obtain and hold a baseline security clearance is mandatory.

Notes: This is a temporary position available from 27 October 2022 up until 27 January 2023. This position is available to ACT Government officers and employees only.

How to Apply:

Please respond to this expression of interest (EOI) by providing a written response in the form of a one page pitch. Please include in your response a description of how your skills, knowledge, behavioural capabilities and experience relate to the duties of the position. You should include reasons why a fast paced call centre environment is of interest to you. Please make sure you include a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: ClaireF Woodward (02) 6207 9000 ClaireF.Woodward@act.gov.au

Access Canberra

Corporate Support and Capability

Strategic ICT – Business Development and Information

Software Test Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 21228, several)

Gazetted: 10 October 2022

Closing Date: 24 October 2022

Details: The Corporate Support and Capability Branch of Access Canberra is seeking a motivated and capable individual to join the Strategic ICT – Business Development and Information team to prepare and review test plans, test scripts and test cases and undertake comprehensive software testing.

The successful applicant will have excellent software testing and analytical skills, as well as great attention to detail with the ability to adapt to competing priorities and stay focused in a fast paced and high-pressure environment whilst liaising with a diverse range of internal and external stakeholders.

Access Canberra is a dynamic workplace with a changing workforce and the desire to adapt through ongoing personal and professional development is desirable quality of prospective candidates.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

Previous software testing experience

Demonstrated knowledge of the rego.act system and related business functions.

Notes: This is a temporary position available immediately for a period up to 30 June 2023 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role. How to Apply: To apply please submit 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. Applications should be submitted via the Apply Now button below. Contact Officer: Sue Galinec (02) 6207 7601 Sue.Galinec@act.gov.au

**Communications and Engagement
Strategy and Creative
Campaigns and Creative Services
Senior Campaigns Officer**

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 46507)

Gazetted: 10 October 2022

Closing Date: 24 October 2022

Details: Are you a campaign expert and ready for a new challenge? Do you enjoy marketing and bringing together ideas? Become one of our team leaders responsible for the development and implementation of integrated communications marketing campaigns. We work in a fast-paced, creative environment with a strong client service ethic.

We are seeking someone who has the ability to:

Develop and implement communications campaigns and programs that include a mix of advertising, public relations, creative development, digital and content marketing activities.

Work collaboratively and ensure campaign marketing efforts are well integrated and suitably supported across the organisation's owned channels.

Lead the implementation and evaluation of campaign project plans, schedules and budgets in line with campaign objectives.

Project manage high level campaigns with a range of media and creative service suppliers and agencies to produce and deliver the necessary plans and assets to bring strategic, targeted and effective marketing campaigns to life on time and on budget.

Provide advice on emerging communications and digital media opportunities.

Bring an audience-first lens to your work, informed by research, insights and evaluation.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

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

Selection may be based on application and referee reports only.

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

How to Apply: Please review the relevant position description for the position and submit a maximum two A4 page Expression of Interest detailing your relevant skills and experience, along with your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Byron Little (04) 3301 6753 Byron.Little@act.gov.au

**Corporate Group
Corporate Management
Governance, Security and Audit
Risk and Business Continuity Officer**

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 50360)

Gazetted: 12 October 2022

Closing Date: 26 October 2022

Details: Corporate provides a range of strategic, governance, organisational development, administrative and human resource functions for the Chief Minister and Treasury and Economic Development Directorate (Directorate). It administers the governance framework, corporate policies, audit and compliance assurance programs, as well as drives our strong risk framework including supporting business continuity, emergency management and protective security.

Corporate are seeking an organised and driven Risk and Business Continuity Officer who will be responsible for coordinating risk management and business continuity functions, and supporting the improvement of risk management maturity within the Directorate.

The Risk and Business Continuity Officer works in the Governance, Security and Audit team, which are a dynamic and customer-oriented team of subject matter experts focused on delivering best practice corporate, advice, services, and support in a demanding environment.

The Risk and Business Continuity Officer supports the Director, Security and Risk with the implementation, ongoing maintenance, testing and reporting of risk management, business continuity, crisis management, disaster recovery and emergency management frameworks, policies and plans, and associated activities within CMTEDD.

The role supports risk management activities, including reviewing and updating documents, providing advice, coordinating workshops and supporting reporting requirements.

This is a wonderful opportunity to work in a supportive environment with a great team of people who want to help their staff develop and grow their skill set. We are open to discussing flexible working arrangements.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Note: This is a temporary position available from 7 November 2022 to 22 December 2023. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a one to two page written response addressing your ability to meet the Criteria outlined in the attached Position Description. Please also provide your current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Fleur Reid (02) 6207 7860 Fleur.Reid@act.gov.au

Corporate

People and Capability

Safety and Wellbeing Administration Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58966)

Gazetted: 07 October 2022

Closing Date: 25 October 2022

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) People and Capability Branch is seeking a highly organised and capable person to fulfil the newly created role of Safety and Wellbeing Administration Officer.

Working under limited direction, the Safety and Wellbeing Administration Officer will provide support to the Safety and Wellbeing team on a wide range of WHS tasks and secretariat functions. This includes data collection and reporting analysis, collation, and management of multiple registers and business systems. The Safety and Wellbeing Administration Officer will also be responsible for coordination of WHS events, programs and projects. To be successful in this role, you'll be someone who can manage multiple projects, be both responsive and proactive, work productively with a range of busy and enthusiastic people and help make the business day a bit smoother, easier, and even more fun – all while getting the work done.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

A Certificate IV in WHS or equivalent experience is desirable. Training for a Certificate IV in WHS will be provided to the successful candidate should they not have this qualification.

Background / Security clearance checks will be conducted

This position does not require a pre-employment medical

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

Note: This is a temporary position available for a period of 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. 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: Applications which include a copy of curriculum vitae, two referee details and a two page pitch, should be sent directly to the contact officer.

Applications should be via the Apply Now button below.

Contact Officer: Bradley Chesterfield (02) 6205 6117 Bradley.Chesterfield@act.gov.au

Procurement ACT

Procurement Policy and Capability

Procurement Capability, Systems and Governance Section

Capability and Communications Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 54105)

Gazetted: 11 October 2022

Closing Date: 25 October 2022

Details: Are you passionate about driving improvements through effective training and communication? If yes, this is an exciting opportunity for you to apply to join the Procurement ACT Capability and Communications Team!

We are the team responsible for developing and implementing procurement learning and development initiatives through communications, documentation, and training to support procurement professionals across the service.

Our ultimate aim is to drive and support improved procurement outcomes for the Territory.

We are seeking an enthusiastic, organised and outcomes-driven person to help support us in achieving our objectives and goals.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

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.

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

How to apply: To apply for this role please supply a copy of your curriculum vitae and a response against each selection criteria in a maximum 400 word response for each.

Applications should be submitted via the Apply Now button below.

Contact Officer: Charlotte Smith (02) 6207 0254 Charlotte.Smith@act.gov.au

Property and Shared Services

ACT Property Group

Customer Relationship Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 35618)

Gazetted: 12 October 2022

Closing Date: 4 November 2022

Details: ACT Property Group is looking for someone experienced in meeting or exceeding our customers expectations, and with the experience and capabilities to provide advice on, discuss and negotiate tenancy matters in a property focussed role at the required level. ACT Property Group is a customer driven organisation. We provide accommodation, property maintenance and property upgrade services to ACT Government, community and commercial customers. This position and team are both vital to ensuring that we understand and deliver our services to meet or exceed customer expectations where possible. The person in this position assists in providing the first point of contact for a group of customers, providing a central account manager for property related

activities and coordinating and liaising with other areas in ACT Property Group and Government. The position also provides day to day management of identified buildings under management or lease, liaison with building owners and advice on service improvements.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

Hold or have the capacity to obtain White Card and Asbestos Awareness.

a current driver's licence (car)

Qualifications in management or the capacity to obtain is desirable.

Membership or the ability to obtain membership with relevant professional organisation(s) is desirable.

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

This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. 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 review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be sent via the Apply Now button below.

Contact Officer: Brianna Crowe (02) 6205 2368 Brianna.Crowe@act.gov.au

Property and Shared Services

Payroll and HR Systems

Payroll Services

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 16429)

Gazetted: 11 October 2022

Closing Date: 18 October 2022

Details: The JCSD/CSD/EPSSD Shared Services Payroll team is seeking an experienced payroll professional to perform the role of Assistant Director (Team Manager).

The JCSD/CSD/EPSSD pay team administers pay and conditions for employees of the Justice and Community Safety Directorate, Community Services Directorate and Environment, Planning and Sustainable Development Directorate.

The Payroll Assistant Director, leads a large team responsible for the delivery of timely and accurate payroll services to these Directorates. The Assistant Director is also responsible for providing quality support to the Director as well as team members, colleagues and senior managers. The primary tasks are to:

Work closely with the team supervisors and senior managers to support the achievement of strategic outcomes, business planning and process improvements.

Foster and maintain strong working relationships with Directorates and key stakeholders.

Assist in completing highly complex payroll matters.

Lead by example, provide exemplary, client focussed customer service.

Lead, mentor and empower payroll staff to achieve positive outcomes

Additional responsibilities include interpreting and providing accurate and considered advice relating to legislation, Enterprise Agreements and policies for current payroll activities and practices.

The ideal candidate would be a highly motivated team player who has a demonstrated ability to lead and influence a team and is comfortable working in a high-pressure environment with tight deadlines and contributes to a positive and inclusive working environment. The successful candidate should also have a sound working knowledge of pay and conditions of employees within the Justice and Community Safety Directorate, Community Services Directorate and Environment, Planning and Sustainable Development Directorate.

If this sounds like you, please review the position description and follow the instructions to apply for the role. We look forward to hearing from you.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Note: This is a temporary position available from 3 November 2022 to 26 April 2023. Selection may be based on application only. This position is available to ACT Government officers and employees only.

How to Apply: A two-page pitch summarising your suitability for the role, ensuring you take into consideration the position information and key capabilities.

Applications should be submitted to the Contact Officer.

Contact Officer: Malcolm Mullavey (02) 6205 1677 Malcolm.Mullavey@act.gov.au

Digital, Data and Technology Solutions

Design and Strategy

Architecture

Senior Solution Architect

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57550)

Gazetted: 11 October 2022

Closing Date: 25 October 2022

Details: The design and strategy branch (DSB) works in partnership across the Territory to understand and inform the government's digital and technology strategy and priorities. DSB leads best practice design and delivery, which is applied through a mix of service design, user experience design, systems thinking, business analysis and enterprise architecture to ensure solutions meet the needs of the community and are efficient for government. Senior Solution Architect is required to provide technical leadership and guidance, translate business requirements from different stakeholders into solution options whilst maintaining the integrity of business-critical systems, and then proactively drive/guide the agreed deliverables of the end-to-end solution.

As part of the broader group of Architects, the position is involved in driving architectural best practices, presenting proposed solutions within the group and providing review and endorsement of proposed solutions. Someone who enjoys handling complex issues with an 'own it' and 'do it' attitude to deliver business outcomes with the ability to find the middle ground will excel in this role.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Requirements

A minimum of 5+ years of experience in architecture (including design and consulting) across multiple domains and technologies and a proven track record of utilising architectural management principles and disciplines (i.e. TOGAF, ITIL) would be highly regarded.

Notes: This position will be under the ACT Government's hybrid working arrangements, including home-based work and office space designed for activity-based work (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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 one-page pitch outlines your ability and experience to perform the role; this includes the Professional/Technical Skills and Knowledge and Behavioural Capabilities found in the Position Description.

Your up-to-date curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Akila Samaranayake (02) 6207 2737 Akila.Samaranayake@act.gov.au

Digital, Data and Technology Solutions

Design and Strategy

Architecture

Solution Architect

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58975)

Gazetted: 11 October 2022

Closing Date: 25 October 2022

Details: The design and strategy branch (DSB) works in partnership across the Territory to understand and inform the government's digital and technology strategy and priorities. DSB leads best practice design and delivery, which is applied through a mix of service design, user experience design, systems thinking, business analysis and enterprise architecture to ensure solutions meet the needs of the community and are efficient for government. Solution Architect is required to provide technical leadership and guidance, translate business requirements from different stakeholders into solution options whilst maintaining the integrity of business-critical systems, and then proactively drive/guide the agreed deliverables of the end-to-end solution.

As part of the broader group of Architects, the position is involved in driving architectural best practices, presenting proposed solutions within the group and providing review and endorsement of proposed solutions. Someone who enjoys handling complex issues with an 'own it' and 'do it' attitude to deliver business outcomes with the ability to find the middle ground will excel in this role.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Requirements

A minimum of 2+ years of experience in design across multiple domains and technologies would be highly regarded.

Notes: This position will be under the ACT Government's hybrid working arrangements, including home-based work and office space designed for activity-based work (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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 one-page pitch outlines your ability and experience to perform the role; this includes the Professional/Technical Skills and Knowledge and Behavioural Capabilities found in the Position Description.

Your up-to-date curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Akila Samaranayake (02) 6207 2737 Akila.Samaranayake@act.gov.au

Treasury

Budget, Procurement, Infrastructure and Finance

Procurement ACT

Capability Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 51909)

Gazetted: 11 October 2022

Closing Date: 25 October 2022

Details: Are you passionate about driving improvements through effective training and communication? If yes, this is an exciting opportunity for you to apply to join the Procurement ACT Capability and Communication Team!

We are the team responsible for developing and implementing procurement learning and development initiatives through communication, documentation, and training to supporting procurement professionals across the service. Our aim is to drive and support improved procurement outcomes for the Territory.

We are seeking an enthusiastic, organised and outcomes-driven person to help support us in achieving our objectives and goals.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

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.

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

How to apply: Applicants apply by submitting a copy of their curriculum vitae and responses to the Selection Criteria (maximum 400 words per criteria).

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Charlotte Smith (02) 62070254 Charlotte.Smith@act.gov.au

Revenue Management

Office of the Commissioner

Executive Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 03662)

Gazetted: 12 October 2022

Closing Date: 26 October 2022

Details: The ACT Revenue Office is seeking applications from highly motivated individuals to fill the role of Executive Support Officer, Office of the Commissioner for a period of six months with the possibility of extension and/or permanency.

The successful applicant will have knowledge and/or interest in HR processes, including recruitment and WHS processes and policies. The successful applicant will have very strong organisational skills with the ability to be adaptable and responsive to changing priorities. A high level of confidentiality and discretion is also required in this role.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: This is a temporary position available immediately 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: Applicants should submit a supporting statement of no more than two pages outlining their experience and skills against the capabilities included under the “What You Require” section of the attached Position Description. A curriculum vitae and the contact details of two current referees must also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: MaryJane Lalliard (02) 6205 8796 MaryJane.Lalliard@act.gov.au

Strategic Finance

Senior Finance Officer and Assistant Director, Budget and Reporting

Administrative Services Officer Class 6/Senior Officer Grade C \$91,315 - \$123,710, Canberra (PN: 10886, several)

Gazetted: 12 October 2022

Closing Date: 2 November 2022

Details: Are you looking for an opportunity to work with a passionate, innovative and experienced team who encourage and support you to develop your expertise?

Do you like challenges and want to be a key part of a high performing team? Then this opportunity is for you!

CMTEDD Strategic Finance team is looking for several Senior Finance Officers and/or Assistant Directors (depending on experience) in the Budget and Reporting team.

A good understanding of budget processes and experience in financial management are key to the roles, as are high level analytical skills, good attention to detail and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/other requirements:

Tertiary qualifications in Accounting, Commerce, Finance or a related field along with professional membership of CPA/ICA are desirable. Previous experience working with complex spreadsheets and financial management systems, in particular TM1 and Oracle, would be an advantage.

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

Selection to the position of ASO6 or SOGC will be based on the panel's assessment of the level of experience as demonstrated in the application, referee reports and, where applicable, interview.

A merit pool may be established to fill future similar vacancies over the next 12 months.

How to Apply: Applicants should provide a written pitch of no more than two pages addressing the professional and behavioural capabilities outlined in the Position Description. A current curriculum vitae should also be provided including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyn Pham (02) 6205 0052 Lyn.Pham@act.gov.au

Corporate

People and Capability

People and Development - Employee Relations and Injury Management

Director Employee Relations

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 51622)

Gazetted: 12 October 2022

Closing Date: 19 October 2022

Details: The People and Capability Branch in the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a dynamic and high-performing Director to lead the operations of the Employee Relations and Injury Management team. You are responsible for managing and coordinating the team's delivery of responsive customer-focused advisory and support services for CMTEDD on employment and industrial relations matters across conduct, performance and other workplace behaviours, change management and consultation. This includes reportable conduct, Public Interest Disclosures, disciplinary processes and other administrative investigations, internal reviews, and appeals. You will have outstanding communication, collaboration, consultation, negotiation, and influencing skills, and demonstrate a deep understanding of legislative and industrial frameworks for the role these core skills play in achieving successful outcomes.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: This is a temporary position available immediately until the 24th of December 2022 with the possibility of extension up to 12 months and/or permanency.

An order of merit may be established to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a two-page pitch outlining your experience and/or abilities against the Professional/Technical Skills, Knowledge and Behavioural Capabilities outlined in the Position Description and your curriculum vitae with contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leesha Pitt (02) 6205 0566 Leesha.Pitt@act.gov.au

Shared Services

Partnership Services

Record Services

Record Services, Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 23928)

Gazetted: 12 October 2022

Closing Date: 26 October 2022

Details: Partnership Services is seeking applications from experienced and motivated candidates to manage the activities of a multi-disciplinary team involved in the delivery of Physical and Digital Records and contract arrangements for mailroom services.

Record Services provides physical file management support and digital record support and services for the ACT Government's Electronic Document Records Management Systems (EDRMS). The position is also responsible for the management of the ACT Government's contract arrangements for mailroom services on behalf of Shared Services.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Requirements

Previous experience in records management would be beneficial with the successful candidate possessing highly developed strategic, conceptual and analytical skills, successful experience in stakeholder consultation, negotiation and relationship management and strong leadership skills.

Notes: This is a temporary position available immediately for up to six months with the possibility of extension up to 12 months and/or permanency.

Selection may be based on application and referee reports only.

How to Apply: Please submit a two-page response detailing why you think you're the best person for our Record Services, Senior Director vacancy.

Your suitability will be assessed based on your Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements in relation to the duties/responsibilities of the role. Your response can be written as a 'pitch' or you can choose to address each capability individually.

Please provide your curriculum vitae with contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Harper 0434 738 931 Claire.Harper@act.gov.au

Digital, Data and Technology Solutions

DDTS Executive Management Team

Executive Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58887)

Gazetted: 10 October 2022

Closing Date: 24 October 2022

Details: Digital, Data and Technology Solutions (DDTS) is looking for an Executive Officer to join the Executive Management team. The role will support the smooth running of the Executive Office, providing timely high level coordination and support to the Executive Group Managers, and the broader DDTS Executive Leadership Team. In your role, you will coordinate corporate activities and reporting. You will be required to ensure that key tasks are coordinated and communicated to the right people. You will represent the DDTS Executive Office in your daily engagement with a wide range of stakeholders, both internal and external. The role coordinates and drafts high-level correspondence, reports, policy and other corporate and governance documents. The position works closely with the Executive Officer to the Chief Digital Officer to ensure smooth and timely workflow between the DDTS Executive Office and the Office of the Chief Digital Officer.

To be successful the Executive Officer must be able to anticipate and address contentious issues, provide accurate advice on complex issues, often in consultation with key internal and external stakeholders, and usually within specific timeframes. The formation and maintenance of good working relationships and a strong customer or client centric approach is crucial to the effectiveness of the role.

This position is initially available for a period of three months, with the possibility of extension, while a permanent recruitment process is undertaken.

If you are a passionate and driven individual who loves to work collaboratively to solve problems in a supportive and highly productive work environment, we want to hear from you!

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes:

This is a temporary position available immediately with the possibility of extension up to six months. Selection may be based on application and referee reports only.

This position is available to ACT Government officers and employees only.

Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date. The DDTS Executive Management Team currently operates under hybrid working conditions, with a proportion of time spent in the office at Winyu House, Gungahlin.

How to Apply: Applications of no more than two pages outlining how your skills and experience would add value to the Executive Management Team, DDTS and the broader ACT Public Service should be emailed to the contact officer. Please include a current curriculum vitae and details of referees.

Applications should be sent to the Contact Officer.

Contact Officer: Jean Allsop (02) 6207 7446 Jean.Allsop@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 \$91,315 - \$104,509, Canberra (PN: 40932)

Gazetted: 12 October 2022

Closing Date: 26 October 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. Experience in Freedom of Information work is highly desirable. 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.

Note: This is a temporary position available from 1 November 2022 until 30 June 2023 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: 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. Applicants may be selected from application and Referee reports only.

Applications should be submitted via the Apply Now button below.

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

Corporate Services

Organisational Governance

Freedom of Information and Legal Coordination

Freedom of Information Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40933)

Gazetted: 12 October 2022

Closing Date: 26 October 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. Experience in Freedom of Information work is highly desirable. 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.

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

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

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

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining their experience and/or ability against the selection criteria focusing on FOI experience. Applicants may be selected from application and Referee reports only.

Applications should be submitted via the Apply Now button below.

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

Corporate Services

Organisational Governance

Freedom of Information and Legal Coordination

Administrative Services Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 31293)

Gazetted: 11 October 2022

Closing Date: 25 October 2022

Details: Community Services Directorate (CSD) is seeking an Administration Officer for its Freedom of Information (FOI) Team. This position is responsible for assisting with the processing of FOI Access Applications received by the Directorate's FOI Team under the FOI Act 2016, including maintaining of a database of Access Applications, and general administrative work as required. The successful applicant will have strong ability to handle confidential and sensitive information. Experience in administration and supporting systems is desirable. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, trans-gender, intersex and queer (LGBTIQ) people.

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

Notes: This is a temporary position available for over 6 months with the possibility of extension.

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

Selection may be based on application and referee reports only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2-3 pages outlining their experience and/or ability against the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Kirkwood (02) 6205 2581 Andrew.Kirkwood@act.gov.au

Communities

Support Services for Children

Child Development Service

Clinical Leader - Speech Pathologist

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 36165)

Gazetted: 11 October 2022

Closing Date: 18 October 2022

Details: The Child Development Service is seeking an Expression of Interest to fill the position of a Speech Pathology Clinical Leader.

The Health Professional 4 Clinical Leader role is focused on providing strong leadership to build an integrated multidisciplinary team that supports effective service delivery. The individual in these positions will provide leadership and management to a multidisciplinary team of health professionals and allied health assistants who deliver services to clients of the Child Development Service. The Clinical Leaders will maintain a clinical load, and also undertake other duties which include administration, coordination and oversight of professional practice, performance management, relationship and marketing, training, and project and portfolio management.

Eligibility/Other Requirements:

- Relevant tertiary qualifications e.g. in Physiotherapy, Psychology, Social Work, Speech Pathology and/or Occupational Therapy.
- At least five years of experience in human service delivery and early intervention services.
- Registration with relevant professional body.
- Current driver's licence

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

How to Apply: Applicants are required to address the Selection Criteria in the Position Description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be sent to the Contact Officer.

Contact Officer: Sophia Hehir (02) 6205 5199 Sophia.Hehir@act.gov.au

Communities

Support Services for Children

Child Development Service

Speech Pathologist

Health Professional Level 1/2 \$66,285 - \$97,028, Canberra (PN: 36123)

Gazetted: 11 October 2022

Closing Date: 25 October 2022

Details: Are you an enthusiastic, qualified Speech Pathologists who loves working with families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join an expanding Child Development Service (CDS). Successful applicants will work with families and community to identify children 0-6 years with, or at risk of developmental delays and support their movement through the service system. You will also provide speech pathology early intervention programs to children up to three years of age.

This is an exciting opportunity to provide clinical early intervention services within a community based, highly skilled and dedicated, multidisciplinary team of allied health professionals.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and Torres Strait Islander people, People with a Disability, from culturally and linguistically diverse backgrounds, veterans, mature age workers and LGBTIQ people.

The Child Development Service has a vacancy available for a HP1 /2 Speech Pathologist. This is a temporary position available for 6 months. Full-time and part-time applicants will be considered.

Eligibility/other requirements:

Tertiary qualification in Speech Pathology

Eligible for Membership of Speech Pathology Australia

Current drivers licence.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

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

How to apply: Applicants are required to address the Selection Criteria in the Position Description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Sophia Hehir (02) 6205 5199 Sophia.Hehir@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Health and Safety Officer - Bimberi Residential Services

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46894)

Gazetted: 10 October 2022

Closing Date: 7 November 2022

Details: Bimberi Residential Services is seeking a highly motivated individual with excellent leadership, advocacy and communication skills to join the team as Health and Safety Officer, Bimberi Residential Services.

The Health and Safety Officer is a key role that is responsible for leading, facilitating and implementing the Bimberi Residential Services Work, Health and Safety framework. The role will also be responsible for providing high level policy and legislative advice and technical expertise to ensure the safety and wellbeing of employees, clients, visitors and contractors at Bimberi Youth Justice Centre, Narrabundah House and Franklin House. They will also assist with preparing and coordinating, high level briefing papers, ministerial briefs, correspondence and reports in relation to Bimberi Residential Services projects and commitments.

The Health and Safety Officer will work closely with lead organisations and stakeholders to ensure best practice approaches in managing safety and wellbeing issues/matters.

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

Notes: Essential experience and requirements:

Possession of a current driver's licence.

First Aid Certificate or willingness to attend training.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Highly desirable qualifications and experience:

Current tertiary qualifications in Work Health and Safety at Certificate IV or Diploma level and experience as a Safety Advisor.

Chemical safety and waste management experience

Regulatory reporting (e.g. notifiable incident reporting)

Australian and International Management Standards (e.g. 9001, 14001, 31000, 45001).

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Lewthwaite (02) 6207 8801 Kim.Lewthwaite@act.gov.au

Family Safety

Family Safety

Senior Policy/Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58331, several)

Gazetted: 10 October 2022

Closing Date: 24 October 2022

Details: The Office of the Coordinator-General for Family Safety is seeking to fill several senior policy/project officer positions to support the Office in its work to prevent and respond to domestic, family and sexual violence. We are looking for candidates with a keen sense of social justice, a passion for improving the lives of

victim/survivors and an ability to deliver quality work in tight timeframes. To be successful in these roles you will be an effective team player; self-motivated; and able to turn your hand to many different tasks including writing policy, managing stakeholders, delivering project elements, and preparing briefs to the Coordinator-General and the Minister.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: There are several permanent and temporary positions available with the temporary vacancies available for up to 12 months.

Part time and full-time applications are welcome. Selection may be based on application and referee reports only and a merit pool will be created for temporary opportunities over the next 12 months.

How to apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the Skills, Knowledge, and Capabilities sections of the Position Description.

Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Erin Flynn (02) 6207 2892 Erin.Flynn@act.gov.au

Family Safety

Family Safety

Policy/Project Officer

Administrative Services Officer Class 5/6 \$84,749 - \$104,509, Canberra (PN: 54705, several)

Gazetted: 10 October 2022

Closing Date: 26 October 2022

Details: The Office of the Coordinator-General for Family Safety is seeking to fill a policy/project or senior policy/project officer position to support the Office in its work to prevent and respond to domestic, family and sexual violence with particular focus on culturally appropriate responses in the Aboriginal and Torres Strait Islander community. We are looking for a candidate with a keen sense of social justice, a passion for improving the lives of victim/survivors and an ability to deliver quality work in tight timeframes. To be successful in the roles you will be an effective team player; self-motivated; and able to turn your hand to many different tasks including writing policy, managing stakeholders, delivering project elements, and preparing briefs to the Coordinator-General and the Minister.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

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

Notes: This is an identified temporary position for 6-12 months, with possibility of extension up to 2 years, and/or permanency. Part time and full-time applications are welcome. Selection may be based on application and referees only and a merit pool will be created for temporary opportunities over the next 12 months.

How to Apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the Skills, Knowledge, and Capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Juliette Ford (02) 6205 7169 Juliette.Ford@act.gov.au

Housing ACT

Infrastructure and Contracts

Portfolio Planning and Alignment

Assistant Development Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58840)

Gazetted: 10 October 2022

Closing Date: 26 October 2022

Details: The Infrastructure and Contracts Branch of Housing ACT is seeking a motivated Assistant Development Manager to join our dynamic Portfolio Planning and Alignment team.

The Assistant Development Manager will lead the Team's more focused planning work, managing preliminary consultation, consultants, and planning and feasibility studies in relation to Government's remaining larger/older multi-unit properties (MUPs) and other strategically located assets, suitable for integration with broader urban renewal priorities.

The Assistant Development Manager will support the Team's Director and Senior Director to deliver Government a range viable urban renewal/divestment options for these sites for future consideration. This will include the assessment of mixed use/tenure urban renewal opportunities, through planning change, redevelopment, and/or adaptive reuse, that strike a balance between unlocking the significant equity held in the sites and desired social outcomes – this may include delivery of a mix of private, public, and affordable housing options, along with commercial uses.

A key feature of this role is the investigation and identification of opportunities for planning uplift within the existing portfolio, in order to optimise land use and more effectively leverage existing assets through pragmatic planning outcomes. The Assistant Development Manager will be required to undertake site-specific assessments on an ad hoc basis. These assessments will support portfolio management activities, though determining whether land assets can be used more efficiently, and value can be created in the site by adapting its use and zoning to allow for more cost-effective or beneficial development, consistent with broader planning outcomes.

More information can be found in the position description.

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

Selection may be based on application and referee reports only.

How to Apply: Applications should be submitted as if writing to an Expression of Interest, addressing the selection criteria plus a curriculum vitae and referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Hart (02) 6207 3423 Jason.Hart@act.gov.au

Family Safety

Family Safety

Executive and Administrative Support Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 57484)

Gazetted: 07 October 2022

Closing Date: 25 October 2022

Details: The Office of the Coordinator-General for Family Safety is seeking an Administrative Support Officer to help keep the Office on track with a range of administrative tasks. The successful candidate will be a confident communicator, take direction well and know when to ask questions; be reliable and able to organise and prioritise their own workload; and most importantly be able to work in a team environment. This position reports directly to the Executive Support Coordination Officer but will also provide significant support across the office and to the Executive Branch Manager. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Notes: This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency. Part-time and full-time applications are welcome. Selection may be based on application and referee reports only and a merit pool may be established for future vacancies.

How to Apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the Skills, Knowledge, and Capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nneka Okpala-Webster (02) 6207 8303 Nneka.okpala-Webster@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

Service Design and Delivery

DSST

Business Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 37134)

Gazetted: 10 October 2022

Closing Date: 24 October 2022

Details: Our ideal candidate will have business analysis experience. You will work in an environment where the legacy systems are being replaced and old processes are evolving and being re-designed.

You will be confident in a digital transformation space and want to make a positive impact on the business, improve efficiency and communication with stakeholders, and are supportive of the Directorate's commitments to continual improvement. The immediate role will be working across the Directorate to help articulate business problems and ensure data is available underpin decision making through the development of data visualisations and reports.

This role will ensure projects are developed in accordance with Whole of Government standards, that priorities are managed, and that the quality of projects are delivered in an efficient and fit for purpose manner. You will be required to produce a range of business analysis artefacts to support the implementation of Agile projects aligned to digital design approaches.

Ideally you will have proven ability to manage planned outcomes within tight timeframes, build relationships, communicate effectively and influence 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/Requirements

HIGHLY REGARDED

- Power BI and DAX experience
- Formal qualifications in a related field or equivalent experience will be highly regarded.

Notes: This is a temporary position available immediately for 12 months.

Selection may be based on application and referee reports only.

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

How to Apply: Please submit a response to the selection criteria (maximum 3 pages), a current curriculum vitae and details for two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jay Bellchambers (02) 6207 3006 Jay.Bellchambers@ed.act.edu.au

Business Services

Infrastructure and Capital Works

Asset Strategies

Building Services Officer

General Service Officer Level 5 \$59,713 - \$62,860, Canberra (PN: 17363)

Gazetted: 07 October 2022

Closing Date: 21 October 2022

Details: The Asset Strategies section within the Infrastructure and Capital Works (ICW) Branch of the Education Directorate provides facility and asset management for a large and diverse portfolio of ACT public schools and Directorate facilities.

ICW is seeking applications for a Building Services Officer (BSO) to assist the Centre Manager in the management of the Hedley Beare Centre for Teaching and Learning (HBCTL) and other Education Support Office sites across the ACT. The BSO will undertake a range of manual and technical tasks at HBCTL, and these include maintenance and operation of the facility, liaison with contractors and staff, setting up meeting and conference rooms and deliveries of essential equipment to schools.

The Centre Management at HBCTL operates in a fast paced and customer focussed environment and the BSO will need to be flexible and able to respond to issues as they arise, often within tight timelines.

The role requires a self-motivated, detail orientated person with strong people skills, effective time management skills, with the ability to work under pressure and achieve deadlines. A background in, or understanding of, facilities management would be an advantage in this role.

Please refer to the position description for a full list of duties.

Eligibility/Other Requirements:

Mandatory:

As the position involves the shifting of furniture, a good level of physical fitness is essential.

A current "C" class Driver's Licence.

Desirable:

A current First Aid Certificate, or the ability and willingness to gain one.

Working at Heights competency certificate or the ability and willingness to gain one.

How to Apply: Suitably qualified and experienced applicants should submit a curriculum vitae, a statement of claims addressing the capability criteria, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ken Newham (02) 6205 8242 Ken.Newham@act.gov.au

Safe at Schools

Senior Director Safe at Schools Project Management Office

Senior Officer Grade A \$157,201, Canberra (PN: 58886)

Gazetted: 07 October 2022

Closing Date: 21 October 2022

Details: The Project Manager, Safe at School provides leadership and direction to the Project Management Office, working with teams across the Directorate to deliver effective safety systems and processes to drive a strong safety culture across Education Support Office and ACT public schools.

The Project Manager, Safe at School provides leadership and direction to the Project Management Office, working with teams across the Directorate to deliver effective safety systems and processes to drive a strong safety culture across Education Support Office and ACT public schools.

This position plays a critical role in the planning and execution of the Safe at Schools project, establishing the project schedule, managing, and tracking the key deliverables, resource planning and identifying and communicating key risks to the project.

The role is responsible for establishing and maintaining strong relationships with key internal and external stakeholders to ensure the successful delivery of safety systems and processes that drive a strong safety culture across the Education Support Office (ESO) and ACT public schools.

The ideal candidate will be strategic, self-motivated and effective project leader with high level interpersonal and communication skills. They will be a critical thinker, with strong research and problem-solving skills and have a strong understanding of how schools operate and the legislative requirements relating to Workplace Health and Safety. They will require resilience, tact and empathy in managing multiple stakeholders and have the ability to work to tight timeframes and be responsive to emerging work pressures of the wider Taskforce, where needed.

Eligibility/Other Requirements:

Permanent resident of Australia.

This position may require a Working with Vulnerable People Check.

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

How to Apply: Please submit:

a two-page pitch style response to the selection criteria.

A current curriculum vitae.

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

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

Contact Officer: Kate McMahon (02) 6205 9205 Kate.McMahon@act.gov.au

Business Services

People and Performance

People Strategy

Director, Organisational Development

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 49348)

Gazetted: 06 October 2022

Closing Date: 13 October 2022

Details: The Director, Organisational Development is responsible for the implementation of HR initiatives to support a high performing Directorate and a leading learning organisation, where our people know they matter. The Organisational Development team sits within the People and Performance Branch and is responsible for providing learning and development programs, diversity and inclusion initiatives, and workforce strategies that support capability and engagement of our employees. The team delivers employment action plans, entry level employment, reward and recognition programs and partners with our stakeholders to deliver user centred initiatives, programs and resources. The Director forms part of our Senior Leadership team and works together to deliver a proactive and collaborative approach to HR.

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

How to Apply: Applicants should submit a response to the Selection Criteria, of no more than two pages, as well as a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cameron Bertrand-Bruce (02) 6205 2215 Cameron.Bertrand-Bruce@act.gov.au

Environment, Planning and Sustainable Development

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

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

Office of the Director General

Communications, Engagement and Media

Communications and Engagement Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 42972)

Gazetted: 11 October 2022

Closing Date: 25 October 2022

Details: Do you have a passion for the environment? Do you love communicating and engaging with stakeholders on all things environment, heritage and water? Then we have the role for you!

Come and join a team of passionate and creative communications professionals who work in close partnership and collaboration with our Environment, Heritage and Water portfolio of EPSDD. We are looking for a dynamic and enthusiastic Communications and Engagement Manager who can develop, deliver and evaluate strategic communications and engagements for government priorities and new and emerging issues.

Our new Communications and Engagement Manager will work collaboratively within a multidisciplinary team to deliver communication and engagement priorities across the diverse portfolio which includes ACT Parks and Conservation. You will work on a range of interesting and challenging projects that *shape the ACT's future while acknowledging and respecting our natural environment*. Your work will make an immediate and impactful contribution to the Canberra community.

We are seeking a highly organised and committed individual to join our dynamic team of communication professionals. If you are wanting a positive team culture and are keen to develop your communication skills, we want to hear from you!

Eligibility/Other Requirements:

Relevant tertiary education qualifications and a minimum of three years' experience working professionally in the fields of Communications, Marketing, Public Relations, Engagement or a related field is highly desirable. Accreditation under the International Association of Public Participation (IAP2) is desirable.

Notes: This is a temporary position available immediately until September 2023 with the possibility of extension up to 12 months. Selection of suitable candidate may be made on application only. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months.

How to Apply: To apply for this role please submit **a maximum two-page pitch** addressing the skills, knowledge and behaviours listed in the selection criteria and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Faulks (02) 6207 2096 Amy.Faulks@act.gov.au

Office of the Director General

Communications, Engagement and Media

Assistant Director - Communications and Engagement Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 19650)

Gazetted: 11 October 2022

Closing Date: 25 October 2022

Details: Do you have a passion for the environment? Do you love communicating and engaging with stakeholders on all things environment, heritage and water? Then we have the role for you!

Come and join a team of passionate and creative communications professionals who work in close partnership and collaboration with our Environment, Heritage and Water portfolio of EPSDD. We are looking for a dynamic and enthusiastic Communications and Engagement Manager who can develop, deliver and evaluate strategic communications and engagements for government priorities and new and emerging issues.

Our new Communications and Engagement Manager will work collaboratively within a multidisciplinary team to deliver communication and engagement priorities across the diverse portfolio which includes ACT Parks and Conservation. You will work on a range of interesting and challenging projects that *shape the ACT's future while acknowledging and respecting our natural environment*. Your work will make an immediate and impactful contribution to the Canberra community.

We are seeking a highly organised and committed individual to join our dynamic team of communication professionals. If you are wanting a positive team culture and are keen to develop your communication skills, we want to hear from you!

Eligibility/other requirements:

Relevant tertiary education qualifications and a minimum of five years' experience working professionally in the fields of Communications, Marketing, Public Relations, Engagement or a related field is highly desirable. Accreditation under the International Association of Public Participation (IAP2) is highly desirable.

Note: Selection of suitable candidate may be made on application only.

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

How to apply: To apply for this role please submit **a maximum two-page pitch** addressing the skills, knowledge and behaviours listed in the Selection Criteria and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Faulks (02) 6207 2096 Amy.Faulks@act.gov.au

Corporate Services

Finance, Information and Assets

Finance

Assistant Director - External Budgeting and Cost Recovery

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 48201)

Gazetted: 11 October 2022

Closing Date: 27 October 2022

Details: Environment, Planning and Sustainable Development Directorate (the Directorate) is seeking a highly skilled and motivated accountant to join our team as Assistant Director - External Budgeting and Cost Recovery. The External Budget team is responsible for the directorate's external budget process, performance reporting, and cost recovery reporting including the Directorate's annual Fees and Charges review and update.

In this role you will be asked to draw upon your strong communication skills, accounting skills and strategic thinking. You will be working closely with the Directorates business areas to:

coordinate, review and provide advice on costing and business cases for new budget initiatives;

provide advice on the ACT government budget rules;

assist in preparation of the annual and half yearly Statement of Performance;

coordinate cost recovery activities;

manage the process regarding annual review of EPSDD's fees and charges; and

assist with other tasks assisting in managing the directorates finances as required.

The Directorate is responsible for a wide range of policies and programs within the ACTPS that includes areas as diverse as climate change policy, energy policy, nature conservation, environment protection policy, strategic and statutory planning, development approvals, building policy, land policy and economics, heritage and water. The Directorate also includes the ACT Parks and Conservation Service which manages nature reserves, national parks, commercial softwood forests and rural lands to ensure Canberra provides open and safe space to its community.

Eligibility/Other Requirements:

Mandatory:

A relevant tertiary qualification and/or experience in a Commerce or Accounting

Highly Desirable:

Membership of CPA Australia or the Institute of Chartered Accountants in Australia (or working towards);

Experience working with TM1 and the ACT Government's Oracle financial management information system is highly desirable; and

Experience working with ACT Government external budgeting process and providing updates in GBMS.

Notes: This is a temporary position available until 30 June 2023 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: To apply complete the application form and attach:

A two-page pitch outlining the skills, expertise and experience you will bring to the role

A Curriculum Vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Wall (02) 6205 0760 Stuart.Wall@act.gov.au

City Renewal Authority

Development

Development Director

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 58619)

Gazetted: 10 October 2022

Closing Date: 17 October 2022

Details: The City Renewal Authority (CRA) is seeking an appropriately qualified person to fill the position of Development Director.

The Development Team is looking for an experienced Development Director who can lead the production of a business case for consideration by Government for the **Acton Waterfront Estate**. This will involve leading a multi-disciplinary team and sound knowledge of high order procurements in the preparation of a business case.

The Acton Waterfront Estate is a landmark project in Australia's Capital City. This is an exiting opportunity to be part of delivering a city shaping 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/Requirements

Positions classified as an Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

1. Engineering – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

2. Architecture – a three-year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or
3. Project Management – either:
 - a. A diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or
 - b. Certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or
 - c. Have at least 10 years relevant experience in project management, as described in the work levels.

Notes: This is a temporary position available for up to six months.

This position is available to ACT Government officers and employees only.

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

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

How to Apply: Interested candidates should submit a short two page pitch Expression of Interest, addressing why they believe they are the best candidate for the role by demonstrating their past performance and experience against the selection criteria. Details of two referees and a current curriculum vitae should be submitted via email, ben.naughton@act.gov.au **COB Monday 17th of October 2022.**

Applications should be sent directly to the Contact Officer.

Contact Officer: Ben Naughton 0412 975 835 ben.naughton@act.gov.au

Environment, Heritage and Water

Parks and Partnerships

Parks and Conservation Service

Conservation Planner - Environmental Offsets

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 38208)

Gazetted: 10 October 2022

Closing Date: 17 October 2022

Details: The Parks and Conservation Service is a branch of EPSDD with responsibility for planning and ongoing management of our parks, reserves, and commercial forests. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational, commercial, and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra. The Environmental Offsets team sits within the Parks and Partnerships business unit within the Parks and Conservation Service. It is responsible for delivering commitments linked with development approvals pursuant to the Commonwealth Government *Environment Protection and Biodiversity Conservation Act 1999*.

The Environmental Offsets team are looking for a committed and experienced Conservation Planner with a high level of proficiency and knowledge of land management planning for threatened species and endangered ecological communities. The Conservation Planner (Environmental Offsets) will oversee the environmental offset planning process and delivery of offset management plans for Environmental Offset Reserves. More information on the role is provided in the Position Description attached.

Note: This is a temporary position available immediately until June 2023. The successful applicant may be selected based on application only.

How to apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than one page addressing the Selection Criteria and a current curriculum vitae.

Please forward your expression of interest to chloe.sato@act.gov.au.

Applications should be submitted to the contact officer.

Contact Officer: Chloe Sato 0422019797 Chloe.Sato@act.gov.au

Corporate Services and Operations

Digital and ICT Portfolio Services

Senior Director, Digital and ICT Portfolio Services

Senior Officer Grade A \$157,201, Canberra (PN: 59033)

Gazetted: 10 October 2022

Closing Date: 17 October 2022

Details: As Senior Director, Digital and ICT Portfolio Services you will support the Chief Information Officer's office and work under broad direction of the Executive Branch Manager, Finance, Information and Assets performing the following duties:

Assisting the CIO in leading overall digital and information technology strategic planning with a view to maximising the value derived from the Directorates digital and ICT investments.

Leading the development and implementation of best practice fit-for-purpose standards in design, architecture, and operations of all aspects of customer-centric, service-oriented digital and ICT technology delivery.

Assisting the CIO in service delivery management.

Identifying and implementing opportunities for digital transformation across the directorate.

Providing vision, leadership and governance in the development, delivery and ongoing support of ICT strategies and underpinning architectures, ensuring alignment with whole of government (WofG) strategies and industry best practice.

Represent the CIO and the directorate as the principal executive responsible for ICT as required on WofG technology working groups and committees.

Provide advice to WofG Strategic Board, Executive steering committee, and Executive management board on digital and ICT initiatives.

Provide advisory and management of ICT System Security plans to uplift directorate's cyber security posture.

Lead delivery of directorate's Digital transformation strategy and modernisation of business systems.

Providing oversight and delivery assurance of providers (including DOTS ICT as a supplier to the directorate);

Eligibility/other requirements: Relevant experience and ICT qualifications would be highly desirable.

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

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

This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please submit a two-page pitch addressing the skills, knowledge and behaviour that form the Selection Criteria that are required to perform the duties and responsibilities of the position as set out in the Position Description and provide a current curriculum vitae including two referees.

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

Contact Officer: Thao Le (02) 6207 3042 Thao.Le@act.gov.au

Corporate Services Operations

Senior Director – Directorate Data Officer

Senior Officer Grade A \$157,201, Canberra (PN: 58855)

Gazetted: 07 October 2022

Closing Date: 21 October 2022

Details: Do you love the idea of shaping Canberra's future through data driven decision? Do you love working alongside people and helping them realise the power of data to tackle real world problems? Do you want to guide how government uses data? Environment, Planning and Sustainable Development Directorate is looking for their first Directorate Data Officer to establish and manage a small data team.

As the Directorate Data Officer (DDO) you will propel the data revolution at Environment, Planning and Sustainable Development Directorate (EPSDD). You will be responsible for implementing EPSDD portfolio's Data Strategy 2022-25 in accordance with the ACT Data Governance and Management Framework. You will focus on building a positive data culture, understanding current data process and minimise barriers, and working to inspire data insights and visualisation to drive current and future decision and policy.

We are looking for a person with:

excellent leadership and management skills to establish appropriate governance and standards and grow data capability;

demonstrated experience in delivering outcomes in challenging multi stakeholder environments;

ability to be effective across a range of policy, project delivery, financial management, people management, wider community and business matters;

experience or expertise of modern data analytics (including geospatial) approaches is required, as is understanding of, or ability to quickly learn the business of the EPSDD; and

demonstrated capacity to contribute to and support various activities across the Directorate.

Eligibility/Other Requirements:

Tertiary qualification in related field is highly preferred

5-10 years' experience in a senior-level data management role.

Experience in working with, or in the public sector.

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

How to Apply: Taking into consideration the Selection Criteria, please supply a two (2) page pitch, this should include your knowledge and experience in advocating for data, as well as your approach to establishing this new data team within Environment, Planning and Sustainable development.

Please also supply your curriculum vitae.

Applications should be via the Apply Now button below.

Contact Officer: Thao Le (02) 6207 3042 Thao.Le@act.gov.au

Independent Competition and Regulatory 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

Regulatory

Experienced economic regulator (Assistant Director)

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 48942)

Gazetted: 12 October 2022

Closing Date: 2 November 2022

Details: Are you excited by the chance to contribute to consumer welfare? Are you interested in leading projects on a diverse range of complex issues in a collaborative and supportive work environment?

The ACT's economic regulator—the Independent Competition and Regulatory Commission (ICRC)—is seeking an experienced regulatory economist to join its regulatory team as an Assistant Director (SOGC).

You will: lead projects requiring high-level research and quantitative analysis; develop advice for the commission and the ACT Government on economic regulation and competition issues; draft high-quality, evidence-based reports and briefing papers; and work effectively and collaboratively with a wide range of internal and external stakeholders.

We are a small agency with a diverse workload. We set retail water and electricity prices and develop advice to the ACT Government on a range of industry competition and consumer issues. We also monitor and report on the performance of licensed utilities and ensure compliance with regulatory obligations. We have a collaborative and supportive culture that values diversity of skills, ideas and experiences, and provides interesting and challenging work that develops our team members' knowledge and expertise.

You will have strong economic and quantitative skills and experience in applying these skills in government or the private sector. You have experience in managing consultations with internal and external stakeholders and in leading small project teams. And you can communicate complex technical ideas in ways that meet the needs of diverse stakeholders, both in writing and verbally. A degree in economics, finance, law, or related discipline is highly desirable. Practical understanding of regulatory frameworks and how government works will be an advantage.

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

Notes: The position is based in Canberra, but we may consider a remote working arrangement.

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.

Recruitment to this position may be subject to the outcome of a National Police check.

How to Apply: After reviewing the 'What you will do' and 'What you need' sections in the position description, please provide a two-page written response to support your application. 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: Irina Umback (02) 6207 2641 Irina.Umback@act.gov.au

Regulatory

Experienced Economic Regulation Team Leader (Director)

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 19929)

Gazetted: 10 October 2022

Closing Date: 31 October 2022

Details: Are you excited by the chance to contribute to consumer welfare? Are you interested in leading projects on a diverse range of complex issues in a collaborative and supportive work environment?

The ACT's economic regulator—the Independent Competition and Regulatory Commission (ICRC)—is seeking an experienced economist to join its regulatory team.

You will lead a small team to: undertake high-level research and quantitative analysis; develop advice for the commission and the ACT Government on economic regulation and competition issues; draft high-quality, evidence-based reports and briefing papers; and work effectively and collaboratively with a wide range of internal and external stakeholders.

We are a small agency with a diverse workload. We set retail water and electricity prices and develop advice to the ACT Government on a range of industry competition and consumer issues. We also monitor and report on the performance of licensed utilities and ensure compliance with regulatory obligations. We have a collaborative and supportive culture that values diversity of skills, ideas and experiences, and provides interesting and challenging work that develops our team members' knowledge and expertise.

You will have strong economic and quantitative skills and experience in applying these skills in government or the private sector. You have extensive experience in managing consultations with internal and external stakeholders and in leading small teams. And you can communicate complex technical ideas in ways that meet the needs of diverse stakeholders, both in writing and verbally.

Eligibility/Other Requirements: A degree in economics, finance, law, or related discipline is highly desirable. Practical understanding of regulatory frameworks and how government works will be a strong advantage.

Note: The position is based in Canberra, but we may consider a remote working arrangement. 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. Recruitment to this position may be subject to the outcome of a National Police check.

How to Apply: After reviewing the 'What you will do' and 'What you need' sections in the Position Description, please provide a two-page written response to support your application. 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 via the Apply Now button below.

Contact Officer: Lachlan Phillips (02) 6207 0952 Lachlan.Phillips@act.gov.au

Regulatory

Senior regulatory analyst/ Regulatory analyst

Administrative Services Officer Class 5/6 \$84,749 - \$104,509, Canberra (PN: 56657, several)

Gazetted: 10 October 2022

Closing Date: 31 October 2022

Details: Are you excited by the chance to contribute to consumer welfare? Does working on diverse range of complex issues in a collaborative and supportive work environment interest you?

The ACT's economic regulator—the Independent Competition and Regulatory Commission (ICRC)—is seeking regulatory analysts to join its regulatory teams.

You will be working on a diverse range of projects to promote the well-being of the ACT community. You will have opportunities to engage with our stakeholders and contribute to the commission's decision-making processes. We are a small agency with a diverse workload. We set retail water and electricity prices and develop advice to the ACT Government on a range of industry competition and consumer issues. We also monitor and report on the performance of licensed utilities and ensure compliance with regulatory obligations. We have a collaborative and

supportive culture that values diversity of skills, ideas and experiences, and provides interesting and challenging work that develops our team members' knowledge and expertise.

You have strong research and data analysis skills, good written and verbal communication skills, and a professional and collaborative working style. A degree in economics, finance, law, or related discipline is highly desirable. Knowledge of regulatory, infrastructure, industry and/or consumer issues will be an advantage but is not essential. We currently have several vacancies. Positions will be filled at either the Senior Regulatory Analyst (ASO6) or Regulatory Analyst (ASO5) level, depending on skills, knowledge and experience.

Note: The positions are based in Canberra, but we may consider remote working arrangements. 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. Recruitment to this position may be subject to the outcome of a National Police check.

How to apply: After reviewing the 'What you will do' and 'What you need' sections in the position description, please provide a two-page written response to support your application.

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.

Please provide a current curriculum vitae and details of two referees.

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

Contact Officer: Irina Umbach (02) 6207 2641 Irina.Umbach@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

ACTCT

ACAT

Team Leader, ACAT Registry

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57253)

Gazetted: 10 October 2022

Closing Date: 24 October 2022

Details: The ACT Civil and Administrative Tribunal (ACAT) is looking for a Team Leader to join the ACAT Registry.

The ACAT is a fast-paced, dynamic, and unique work setting, delivering high quality services to tribunal users. Our registry teams provide a high level of support and assistance to tribunal members, and enable quick, simple, and inexpensive access to justice through the provision of effective administrative services.

We are looking for an independent, proactive, and resilient leader who can assist a Senior Team Leader, lead, and guide teams in a demanding operational environment. The successful candidate will be a keen problem-solver with a sound ability to think critically and strategically about the work we do, and is passionate about improving existing procedures, workflows, and processes. Our ideal candidate will have a positive attitude, possess the subject matter knowledge and have the right temperament to assist and explain complex processes to diverse stakeholders and teams. They will be able to develop and build capability among individuals and the team itself. You will implement and deliver on team objectives, and be empowered to think creatively about supporting staff, delivering exceptional client service, and driving innovative work practices. If this sounds like you, we want to hear from you!

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: Applicants should provide a:

Current curriculum vitae

Details of two referees (one of which must be your current supervisor/manager); and

A personal pitch (the pitch is to be a maximum of two pages). In your personal pitch, please explain why you are the best person for the job and how you meet the professional/technical skills and *behavioural capabilities* listed in the attached position description (under 'What you require'). Where appropriate, applicants should supply specific examples to support claims made in their application.

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

Contact Officer: Jessica Smith (02) 6205 5418 Jessicac.smith@act.gov.au

ACT Emergency Services Agency

Public Information and Engagement

Director, Public Information and Engagement

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 07397)

Gazetted: 07 October 2022

Closing Date: 14 October 2022

Details: The Emergency Services Agency (ESA) Public Information and Engagement team provides the ACT community with emergency information.

Our role is to ensure the Canberra community is well informed about emergencies that could impact on their safety, and ACT Emergency Services Agency programs, policies and services. We aim to build community resilience through meaningful engagement and deliver meaningful opportunities for the community to inform decision making.

The Director, Public Information and Engagement will lead a small team to deliver an efficient, effective and educated communications and engagement function. The Director, Public Information and Engagement will forward plan, prioritise and identify risks and emerging issues. The Director provides strategic advice to the Commissioner and other key stakeholders about communications, media and stakeholder engagement in line with Directorate and whole of government policies and expectations.

Eligibility/other Requirements: Relevant tertiary qualifications in the field of communications and/or a related discipline area is highly desirable. A driver's licence Class C is essential. The ability to work flexibly with some out of hours work is required.

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

How to Apply: Applicants are to provide a two-page pitch outlining their skills and experience as they relate to the position's capabilities. Applicants are to also provide a copy of their current curriculum vitae, including the names of two referee's who can attest to your suitability for the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janelle Wheatley 0468 608 162 janelle.wheatley@act.gov.au

Legislation, Policy and Programs

Governance and Business Support

Business Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 56660)

Gazetted: 10 October 2022

Closing Date: 24 October 2022

Details: Legislation, Policy and Program (LPP) is seeking a dynamic person, who is reliable, hardworking, excellent at keeping track of a large and changing workload, able to meet tight deadlines, good at research, able to monitor and deliver client services and possesses good communication skills, to join our busy Governance and Business Support section.

The successful applicant will be required to perform a wide variety of administrative tasks for LPP, including: complex finances, preparation and monitoring of accounts, journals, financial reports and monitoring financial agreements; provision of assistance and advice in relation to human resources; arrange staff training, travel and much more.

Eligibility/other requirements:

Experience with APIAS, Oracle, TM1 and an understanding of the financial framework in the ACT Government would be an advantage.

Knowledge of government processes (machinery of government; organisational functions; and protocols) will be highly regarded.

Note: This is a temporary position, available immediately until 30 June 2023, with a possibility of extension and/or permanency.

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

How to apply: Interested applicants should submit a supporting statement (no more than two to three pages) outlining practical experience and examples related to the role with reference to the professional and behavioural capabilities, 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: Cathy Millett (02) 6205 3743 Cathy.Millett@act.gov.au

ACT Emergency Services Agency

ACT Rural Fire Service

Operations

RFS Fire Tower Operators

General Service Officer Level 5 \$59,713 - \$62,860, Canberra (PN: 49174, several)

Gazetted: 10 October 2022

Closing Date: 24 October 2022

Details: Do you enjoy working in our bush environment? Would you like to contribute to keeping our ACT community safe?

The ACT Emergency Services Agency (ESA) and its ACT Rural Fire Service (ACTRFS) uses four fire towers. to monitor our Territory from and support early detection of bushfires during the declared bushfire season.

We have both seasonal and casual Fire Tower Operator (FTO) opportunities available throughout the expected bushfire period.

You will need to be comfortable working at heights and with your own company, as these fire towers are located in remote areas of the ACT. You will work variable hours that may change dependant on Fire Danger Ratings throughout the bushfire season and you will communicate regularly with our Communications Centre.

Keeping our community safe as a Fire Tower Operator may require you to work outside normal business hours, on weekends and to participate in an out-of-hours on-call roster, but overtime and shift penalties will be payable. You will be provided with training and a uniform will be issued to you.

If you are interested in contributing to your community's safety, have a current 'C' class driver's licence and can obtain and maintain a Working with Vulnerable People registration, we would like to hear from you.

Eligibility/Other Requirements:

Background and Security clearance checks will be conducted including National Police Records Check and a pre-employment medical is required for all new employees.

Applicants should have a reasonable level of fitness, be willing to climb ladders and able to walk across uneven ground.

Minimum C class driver's licence is essential, Class Medium Rigid (MR) or above is highly regarded

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Notes: There are seasonal and casual positions available through the expected bushfire period of November to April. The above full-time salary will be pro-rata. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a response of no more than one page addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities of the role, as described in the position description, together with your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ken Hall (02) 6207 1238 Ken.Hall@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.

Emergency Services Agency

Assistant Commissioner Operations

ESA Intelligence Team

Data Insights Specialist

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 11023)

Gazetted: 10 October 2022

Closing Date: 24 October 2022

Details: Do you want to be a data analyst with a difference? The ACT Emergency Services Agency is recruiting a Data Insights Specialist to enhance its intelligence capability and help drive data driven decisions. In this role, you'll support Canberra's emergency first responders with accurate, timely information that they need to keep the community safe. In a major emergency, you might do this at unusual times of the day as part of an Incident Management Team.

You will need to be experienced at extracting data from a range of different business systems, have a love for Power BI and skilled at communicating the key messages of your analysis to a wide range of people. You enjoy meeting new people and building data capability through assisting others with their data skills.

In return you'll never be short of data to analyse, you'll work in an organisation that understands the value of the data you provide, and you'll be fully supported in your continuous professional development.

Please note: due to the operational nature of the role; the successful candidate will be required to perform the duties within the ACT.

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/Requirements

Desirable Qualifications: Bachelor's Degree in the field of Economics, Social Science, Statistics, Mathematics, Computer Science, Technology **and/or** 3+ years in a data analysis / data visualisation role.

Formal training or sound expertise of 2+ years in using the full suite of PowerBI products (or similar) to create and maintain data visualisations, dashboards, reporting and products.

Experience and understanding in using APIs desirable

Knowledge of building reports within SQL Server Reporting Service (SSRS) is desirable.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Please note: The occupant of this position may be required to undertake part of the duties outside normal business hours and on weekends in response to emergencies

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: Applicants are required to submit a response of no more than two pages addressing how they meet the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined under "What You Require" in the Position Description, together with a curriculum vitae including the details of two referees

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Steve Forbes (02) 6205 5235 Steve.Forbes@act.gov.au

ACT Human Rights Commission

Victim Support ACT

Family Violence Safety Action Program Case Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58849, several)

Gazetted: 11 October 2022

Closing Date: 26 October 2022

Details: The ACT Victims of Crime Commissioner (VOCC) is seeking several people with experience working with domestic and family violence victim/survivors and/or DFV perpetrators for a variety of roles in the Family Violence Safety Action Program (FVSAP).

These roles include case coordination, intake officer, perpetrator response adviser, multicultural adviser and Aboriginal and Torres Strait Islander adviser. The FVSAP is part of Victim Support at the ACT Human Rights Commission.

Established in 2020, the FVSAP is an expansion of the ACT family violence intervention program and seeks to improve the safety of victim survivors by:

enabling ACT Government, community and justice agencies to implement an integrated risk assessment and response model that collaboratively identifies, assesses and responds to high-risk domestic and family violence (DFV) cases

providing a forum for the sharing of information that increases the visibility and accountability of DFV perpetrators

developing coordinated safety action plans

improving understanding across government and non-government agencies of the dynamics of DFV, victim

survivor safety and perpetrator accountability

Victims of Crime Commissioner (VOCC), ACT Human Rights Commission is currently advertising several positions across the Family Violence Safety Action Program (FVSAP):

58849, several - FVSAP Case Coordinators

58847 - FVSAP Intake Officer

58848 - FVSAP Perpetrator Response Adviser

58850 - FVSAP Multicultural Adviser and Case Coordinator

58851 - FVSAP Aboriginal and Torres Strait Islander Adviser and Case Coordinator

These roles will, under the limited direction of the Assistant Director, FVSAP:

Provide domestic and family violence-informed case coordination to victim survivors or engage and work with high-risk family violence perpetrators for the purpose of risk assessment and reducing immediate risks.

Undertake dynamic safety planning that reflects perpetrator patterns of behaviour.

Partner with victim survivors and coordinate victim-led responses to risk across the service system, including making appropriate referrals to other services.

Foster and maintain working relationships with internal and external stakeholders in line with the victim survivor's goals/needs, including within Aboriginal and Torres Strait Islander communities and multicultural communities and attend stakeholder meetings as required.

Represent the Victim Survivors' needs and goals at the Family Violence Safety Action Program collaborative meetings.

Assist FVSAP team members and Program partner agencies to ensure a culturally appropriate response is prioritised.

Maintain records in accordance with the Victims of Crime Regulation 2000, the *Territory Records Act 2002* and the *Health Records (Privacy and Access) Act 1997*.

Undertake other duties appropriate to this level of classification which contribute to the effective and efficient operation of the Branch, as reasonably required.

Please refer to the relevant advertisement and Position Description specific for each role listed above for further information. If you are applying for multiple roles, please prepare a separate application for each role.

These roles (other than the Perpetrator adviser role) require significant experience providing case coordination to people affected by DFV, including clients with complex needs from a diversity of backgrounds. All roles require experience or the ability to undertake DFV risk assessment and safety planning. The Aboriginal and Torres Strait Islander Adviser and Case Coordinator position is an identified position only.

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.

Note: These are full time permanent positions available immediately. An order of merit or merit pool will be established from this selection process and may be used to fill future similar 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. Please upload your pitch, along with a curriculum vitae and the contact details of at least two referees.

Applications should be via the Apply Now button below.

Contact Officer: Eve Ball 6207 7035 Eve.Ball@act.gov.au

Flight Intensive Care Paramedic

Intensive Care Paramedic 2 \$109,929 - \$121,855 plus penalties, Canberra (PN: 19332, several)

Gazetted: 06 October 2022

Closing Date: 20 October 2022

Details: Flight Intensive Care Paramedics (ICPs) work as an integral part of a multidisciplinary team delivering advanced patient access, critical care and extrication, while operating in a wide range of environments that can be very challenging. Aeromedical operational environments are complex and require a high level of skill, knowledge, flexibility and co-ordination across all members of the team to deliver a safe and effective service. Within the team

the Flight ICP undertakes a vital role including the diagnosis, treatment and monitoring of critically ill or injured patients.

Flight ICP's perform complex clinical, access and aviation tasks to a consistently high standard. They manage critically ill patients for prolonged periods in multidisciplinary, multiagency environments that extend well beyond the scope of work experienced by conventional paramedics.

The demanding nature of the work must be met by an ability to critically analyse information, operate professionally, and make tactical decisions in situations that can be stressful. Flight ICPs are required to consistently demonstrate strong people-focused leadership and followership skills while on base or on mission. They must work in a way that builds and promotes an environment of safety, harmony, integrity and clinical and operational excellence.

This position includes patient care in addition to the specific role requirements, requiring clinical level of ACTAS ICP.

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

Eligibility/Other Requirements:

A current ACT C driver's license or interstate equivalent

Advanced Diploma of Paramedical Science (Ambulance), or equivalent.

Current Authority to Practice at Intensive Care Paramedic level within the ACT

A minimum of three years post ICP Authority to Practice (concurrent) at time of application

Current Unconditional Paramedic Registration with AHPRA.

Note: There are several temporary position available immediately for a period of up to 18 months prior to being promoted to ICP2 classification, however in order to be promoted you must fulfill all the necessary training requirements. 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 be submitted via the www.jobs.act.gov.au website prior to the closing date and should be marked CONFIDENTIAL.

The following documents are required:

A completed Application Cover Sheet (**note:** this is automatically generated);

A two page A4 statement (minimum size 12 font and normal size margins) addressing the capabilities for this position (as listed in the position description), showing your experience and what you can bring to the position of Flight Intensive Care Paramedic

A brief employment history/curriculum vitae (not more than two pages);

A scanned copy of your Ahpra registration (or application receipt);

A scanned copy of your current Authority to Practice at Intensive Care Paramedic level within the ACT

Basic class 2 Medical Certificate

Applications should be via the Apply Now button below.

Contact Officer: Michelle Blewitt (02) 6207 7376 Michelle.Blewitt@act.gov.au

ACT Human Rights Commission

Victim Support ACT

Family Violence Safety Action Program Intake Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58847)

Gazetted: 11 October 2022

Closing Date: 26 October 2022

Details: The ACT Victims of Crime Commissioner (VOCC) is seeking several people with experience working with domestic and family violence victim/survivors and/or DFV perpetrators for a variety of roles in the Family Violence Safety Action Program (FVSAP).

These roles include case coordination, intake officer, perpetrator response adviser, multicultural adviser and Aboriginal and Torres Strait Islander adviser. The FVSAP is part of Victim Support at the ACT Human Rights Commission.

Established in 2020, the FVSAP is an expansion of the ACT family violence intervention program and seeks to improve the safety of victim survivors by:

enabling ACT Government, community and justice agencies to implement an integrated risk assessment and response model that collaboratively identifies, assesses and responds to high-risk domestic and family violence (DFV) cases

providing a forum for the sharing of information that increases the visibility and accountability of DFV perpetrators
developing coordinated safety action plans
improving understanding across government and non-government agencies of the dynamics of DFV, victim
survivor safety and perpetrator accountability

Victims of Crime Commissioner (VOCC), ACT Human Rights Commission is currently advertising several positions across the Family Violence Safety Action Program (FVSAP):

58849, several - FVSAP Case Coordinators

58847 - FVSAP Intake Officer

58848 - FVSAP Perpetrator Response Adviser

58850 - FVSAP Multicultural Adviser and Case Coordinator

58851 - FVSAP Aboriginal and Torres Strait Islander Adviser and Case Coordinator

These roles will, under the limited direction of the Assistant Director, FVSAP:

Provide domestic and family violence-informed case coordination to victim survivors or engage and work with high-risk family violence perpetrators for the purpose of risk assessment and reducing immediate risks.

Undertake dynamic safety planning that reflects perpetrator patterns of behaviour.

Partner with victim survivors and coordinate victim-led responses to risk across the service system, including making appropriate referrals to other services.

Foster and maintain working relationships with internal and external stakeholders in line with the victim survivor's goals/needs, including within Aboriginal and Torres Strait Islander communities and multicultural communities and attend stakeholder meetings as required.

Represent the Victim Survivors' needs and goals at the Family Violence Safety Action Program collaborative meetings.

Assist FVSAP team members and Program partner agencies to ensure a culturally appropriate response is prioritised.

Maintain records in accordance with the Victims of Crime Regulation 2000, the *Territory Records Act 2002* and the *Health Records (Privacy and Access) Act 1997*.

Undertake other duties appropriate to this level of classification which contribute to the effective and efficient operation of the Branch, as reasonably required.

Please refer to the relevant advertisement and Position Description specific for each role listed above for further information. If you are applying for multiple roles, please prepare a separate application for each role.

These roles (other than the Perpetrator adviser role) require significant experience providing case coordination to people affected by DFV, including clients with complex needs from a diversity of backgrounds. All roles require experience or the ability to undertake DFV risk assessment and safety planning. The Aboriginal and Torres Strait Islander Adviser and Case Coordinator position is an identified position only.

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.

Note: These are full time permanent positions available immediately. An order of merit or merit pool will be established from this selection process and may be used to fill future similar 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. Please upload your pitch, along with a curriculum vitae and the contact details of at least two referees.

Applications should be via the Apply Now button below.

Contact Officer: Eve Ball 6207 7035 Eve.Ball@act.gov.au

ACT Corrective Services

Offender Reintegration

Offender Reintegration

Senior Director, Cultural Services

Senior Officer Grade A \$157,201, Canberra (PN: 54048)

Gazetted: 12 October 2022

Closing Date: 19 October 2022

Details: The Senior Director, Cultural Services is responsible for the provision of strategic advice on issues relating to the over representation of Aboriginal and Torres Strait Islander people in the criminal justice system, including the provision of best practice advice, policy guidance and reporting support.

The role involves significant community engagement and fostering relationships with services and service providers, essential in contributing to the successful reintegration of detainees back into the community and reducing recidivism.

The successful applicant will contribute a cultural lens to various projects including Integrated Offender Management, Transitional Release, Throughcare, detainee reintegration and the provision of culturally safe case management practices across the organisation.

In addition, the successful applicant will have strong involvement in issues relating to Aboriginal and Torres Strait Islander Peoples and will be required to liaise with Aboriginal and Torres Strait Islander people, community members and service providers.

To be successful you will possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities. You will also have a demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander peoples' cultures and societies and an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples in contemporary society.

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/Requirements

Relevant tertiary qualifications and / or equivalent work experience in the criminal justice system is highly desirable.

A current driver's licence is essential.

The successful candidate may be required to undergo a criminal record 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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Notes: This is a temporary position available immediately for up to six months.

Previous applicants will automatically be considered.

Selection may be based on application and referee reports only.

How to Apply: Applicants must provide the following to actcspeopleandculture@act.gov.au:

A two to three page pitch addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, which can be found in the Position Description.

A current resume, including the names and contact details of two referees (one should be a current Supervisor/Manager)

A copy of your driver's licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below

Contact Officer: Narelle Pamplin (02) 6205 0197 Narelle.Pamplin@act.gov.au

ACTCT

ACAT

Senior Team Leader, ACAT Registry

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43209)

Gazetted: 10 October 2022

Closing Date: 24 October 2022

Details: The ACT Civil and Administrative Tribunal (ACAT) is looking for a Senior Team Leader to join the ACAT Registry. The ACAT is a fast-paced, dynamic, and unique work setting, delivering high quality services to tribunal users. Our registry teams provide a high level of support and assistance to tribunal members, and enable quick, simple, and inexpensive access to justice through the provision of effective administrative services.

We are looking for an independent, proactive, and resilient leader who can lead and guide teams in a demanding operational environment. The successful candidate will be a keen problem-solver with a sound ability to think critically and strategically about the work we do, and is passionate about improving existing procedures, workflows and processes.

Our ideal candidate will be experienced in building high-performing, cohesive teams and practiced at achieving a positive and constructive workplace culture. You will be skilled in managing performance and highly effective in building capability among individuals and the team itself. You will implement and deliver on organisational objectives, and be empowered to think creatively about supporting staff, delivering exceptional client service, and driving innovative work practices.

If this sounds like you, we want to hear from you!

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: Applicants should provide a:

Current curriculum vitae

Details of two referees (one of which must be your current supervisor/manager); and

A personal pitch (the pitch is to be a maximum of two pages). In your personal pitch, please explain why you are the best person for the job and how you meet the professional/technical skills and *behavioural capabilities* listed in the attached position description (under 'What you require'). Where appropriate, applicants should supply specific examples to support claims made in their application.

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Jessica Smith (02) 6205 5418 Jessicac.smith@act.gov.au

ACT Human Rights Commission

Family Violence Safety Action Program Perpetrator Response Adviser

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58848)

Gazetted: 11 October 2022

Closing Date: 26 October 2022

Details: The ACT Victims of Crime Commissioner (VOCC) is seeking several people with experience working with domestic and family violence victim/survivors and/or DFV perpetrators for a variety of roles in the Family Violence Safety Action Program (FVSAP).

These roles include case coordination, intake officer, perpetrator response adviser, multicultural adviser and Aboriginal and Torres Strait Islander adviser. The FVSAP is part of Victim Support at the ACT Human Rights Commission.

Established in 2020, the FVSAP is an expansion of the ACT family violence intervention program and seeks to improve the safety of victim survivors by:

enabling ACT Government, community and justice agencies to implement an integrated risk assessment and response model that collaboratively identifies, assesses and responds to high-risk domestic and family violence (DFV) cases

providing a forum for the sharing of information that increases the visibility and accountability of DFV perpetrators

developing coordinated safety action plans

improving understanding across government and non-government agencies of the dynamics of DFV, victim

survivor safety and perpetrator accountability

Victims of Crime Commissioner (VOCC), ACT Human Rights Commission is currently advertising several positions

across the Family Violence Safety Action Program (FVSAP):

Several positions across the Family Violence Safety Action Program (FVSAP):

58849, several - FVSAP Case Coordinators

58847 - FVSAP Intake Officer

58848 - FVSAP Perpetrator Response Adviser

58850 - FVSAP Multicultural Adviser and Case Coordinator

58851 - FVSAP Aboriginal and Torres Strait Islander Adviser and Case Coordinator

These roles will, under the limited direction of the Assistant Director, FVSAP:

Provide domestic and family violence-informed case coordination to victim survivors or engage and work with high-risk family violence perpetrators for the purpose of risk assessment and reducing immediate risks.

Undertake dynamic safety planning that reflects perpetrator patterns of behaviour.

Partner with victim survivors and coordinate victim-led responses to risk across the service system, including making appropriate referrals to other services.

Foster and maintain working relationships with internal and external stakeholders in line with the victim survivor's goals/needs, including within Aboriginal and Torres Strait Islander communities and multicultural communities and attend stakeholder meetings as required.

Represent the Victim Survivors' needs and goals at the Family Violence Safety Action Program collaborative meetings.

Assist FVSAP team members and Program partner agencies to ensure a culturally appropriate response is prioritised.

Maintain records in accordance with the Victims of Crime Regulation 2000, the *Territory Records Act 2002* and the *Health Records (Privacy and Access) Act 1997*.

Undertake other duties appropriate to this level of classification which contribute to the effective and efficient operation of the Branch, as reasonably required.

Please refer to the relevant advertisement and Position Description specific for each role listed above for further information. If you are applying for multiple roles, please prepare a separate application for each role.

These roles (other than the Perpetrator adviser role) require significant experience providing case coordination to people affected by DFV, including clients with complex needs from a diversity of backgrounds. All roles require experience or the ability to undertake DFV risk assessment and safety planning. The Aboriginal and Torres Strait Islander Adviser and Case Coordinator position is an identified position only.

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.

Note: These are full time permanent positions available immediately. An order of merit or merit pool will be established from this selection process and may be used to fill future similar 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. Please upload your pitch, along with a curriculum vitae and the contact details of at least two referees.

Applications should be via the Apply Now button below.

Contact Officer: Eve Ball 6207 7035 Eve.Ball@act.gov.au

ACT Human Rights Commission

Victim Support ACT

Family Violence Safety Action Program Multicultural Adviser and Case Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58850)

Gazetted: 11 October 2022

Closing Date: 26 October 2022

Details: The ACT Victims of Crime Commissioner (VOCC) is seeking several people with experience working with domestic and family violence victim/survivors and/or DFV perpetrators for a variety of roles in the Family Violence Safety Action Program (FVSAP).

These roles include case coordination, intake officer, perpetrator response adviser, multicultural adviser and Aboriginal and Torres Strait Islander adviser. The FVSAP is part of Victim Support at the ACT Human Rights Commission.

Established in 2020, the FVSAP is an expansion of the ACT family violence intervention program and seeks to improve the safety of victim survivors by:

- enabling ACT Government, community and justice agencies to implement an integrated risk assessment and response model that collaboratively identifies, assesses and responds to high-risk domestic and family violence (DFV) cases

- providing a forum for the sharing of information that increases the visibility and accountability of DFV perpetrators

- developing coordinated safety action plans

- improving understanding across government and non-government agencies of the dynamics of DFV, victim

- survivor safety and perpetrator accountability

Victims of Crime Commissioner (VOCC), ACT Human Rights Commission is currently advertising several positions across the Family Violence Safety Action Program (FVSAP):

several positions across the Family Violence Safety Action Program (FVSAP):

58849, several - FVSAP Case Coordinators

58847 - FVSAP Intake Officer

58848 - FVSAP Perpetrator Response Adviser

58850 - FVSAP Multicultural Adviser and Case Coordinator

58851 - FVSAP Aboriginal and Torres Strait Islander Adviser and Case Coordinator

These roles will, under the limited direction of the Assistant Director, FVSAP:

- Provide domestic and family violence-informed case coordination to victim survivors or engage and work with high-risk family violence perpetrators for the purpose of risk assessment and reducing immediate risks.

- Undertake dynamic safety planning that reflects perpetrator patterns of behaviour.

- Partner with victim survivors and coordinate victim-led responses to risk across the service system, including making appropriate referrals to other services.

Foster and maintain working relationships with internal and external stakeholders in line with the victim survivor's goals/needs, including within Aboriginal and Torres Strait Islander communities and multicultural communities and attend stakeholder meetings as required.

Represent the Victim Survivors' needs and goals at the Family Violence Safety Action Program collaborative meetings.

Assist FVSAP team members and Program partner agencies to ensure a culturally appropriate response is prioritised.

Maintain records in accordance with the Victims of Crime Regulation 2000, the *Territory Records Act 2002* and the *Health Records (Privacy and Access) Act 1997*.

Undertake other duties appropriate to this level of classification which contribute to the effective and efficient operation of the Branch, as reasonably required.

Please refer to the relevant advertisement and Position Description specific for each role listed above for further information. If you are applying for multiple roles, please prepare a separate application for each role.

These roles (other than the Perpetrator adviser role) require significant experience providing case coordination to people affected by DFV, including clients with complex needs from a diversity of backgrounds. All roles require experience or the ability to undertake DFV risk assessment and safety planning. The Aboriginal and Torres Strait Islander Adviser and Case Coordinator position is an identified position only.

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.

Note: These are full time permanent positions available immediately. An order of merit or merit pool will be established from this selection process and may be used to fill future similar 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. Please upload your pitch, along with a curriculum vitae and the contact details of at least two referees.

Applications should be via the Apply Now button below.

Contact Officer: Eve Ball 6207 7035 Eve.Ball@act.gov.au

ACT Human Rights Commission

Victim Support ACT

Family Violence Safety Action Program Aboriginal and Torres Strait Islander Adviser and Case Coordinator Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58851)

Gazetted: 11 October 2022

Closing Date: 26 October 2022

Details: The ACT Victims of Crime Commissioner (VOCC) is seeking several people with experience working with domestic and family violence victim/survivors and/or DFV perpetrators for a variety of roles in the Family Violence Safety Action Program (FVSAP).

These roles include case coordination, intake officer, perpetrator response adviser, multicultural adviser and Aboriginal and Torres Strait Islander adviser. The FVSAP is part of Victim Support at the ACT Human Rights Commission.

Established in 2020, the FVSAP is an expansion of the ACT family violence intervention program and seeks to improve the safety of victim survivors by:

enabling ACT Government, community and justice agencies to implement an integrated risk assessment and response model that collaboratively identifies, assesses and responds to high-risk domestic and family violence (DFV) cases

providing a forum for the sharing of information that increases the visibility and accountability of DFV perpetrators

developing coordinated safety action plans

improving understanding across government and non-government agencies of the dynamics of DFV, victim survivor safety and perpetrator accountability

Victims of Crime Commissioner (VOCC), ACT Human Rights Commission is currently advertising several positions across the Family Violence Safety Action Program (FVSAP):

several positions across the Family Violence Safety Action Program (FVSAP):

58849, several - FVSAP Case Coordinators

58847 - FVSAP Intake Officer

58848 - FVSAP Perpetrator Response Adviser

58850 - FVSAP Multicultural Adviser and Case Coordinator

58851 - FVSAP Aboriginal and Torres Strait Islander Adviser and Case Coordinator

These roles will, under the limited direction of the Assistant Director, FVSAP:

Provide domestic and family violence-informed case coordination to victim survivors or engage and work with high-risk family violence perpetrators for the purpose of risk assessment and reducing immediate risks.

Undertake dynamic safety planning that reflects perpetrator patterns of behaviour.

Partner with victim survivors and coordinate victim-led responses to risk across the service system, including making appropriate referrals to other services.

Foster and maintain working relationships with internal and external stakeholders in line with the victim survivor's goals/needs, including within Aboriginal and Torres Strait Islander communities and multicultural communities and attend stakeholder meetings as required.

Represent the Victim Survivors' needs and goals at the Family Violence Safety Action Program collaborative meetings.

Assist FVSAP team members and Program partner agencies to ensure a culturally appropriate response is prioritised.

Maintain records in accordance with the Victims of Crime Regulation 2000, the *Territory Records Act 2002* and the *Health Records (Privacy and Access) Act 1997*.

Undertake other duties appropriate to this level of classification which contribute to the effective and efficient operation of the Branch, as reasonably required.

Please refer to the relevant advertisement and Position Description specific for each role listed above for further information. If you are applying for multiple roles, please prepare a separate application for each role.

These roles (other than the Perpetrator adviser role) require significant experience providing case coordination to people affected by DFV, including clients with complex needs from a diversity of backgrounds. All roles require experience or the ability to undertake DFV risk assessment and safety planning.

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.

Note: These are full time permanent positions available immediately. An order of merit or merit pool will be established from this selection process and may be used to fill future similar 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. Please upload your pitch, along with a curriculum vitae and the contact details of at least two referees.

Applications should be via the Apply Now button below.

Contact Officer: Eve Ball 6207 7035 Eve.Ball@act.gov.au

Public Trustee and Guardian

Wills, Estates and Trusts Unit

Estate and Trust Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 43921)

Gazetted: 11 October 2022

Closing Date: 25 October 2022

Details: At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing financial services, by acting as a Guardian, as a Trustee and also by making Wills and administering deceased estates.

We are a happy and diverse staff of 60 people and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion the vulnerable members of our Community. A career at PTG provides you with an opportunity to make a positive difference in someone's life.

Our Wills, Estates and Trusts Unit (WETU) have a permanent opportunity for a motivated and well organised professional to join the team. WETU is a busy unit delivering a range of functions including deceased estate administration, preparation of Wills and Enduring Powers of Attorney, trust administration and the administration of confiscated criminal assets. We also help to raise awareness in the community about the importance of having a Will and to encourage more people to put arrangements in place.

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

Eligibility/other requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

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

Selection may be based on application and referee reports only.

How to apply: Applicants should submit a statement of no more than two pages demonstrating how their experience and skills will enable them to undertake the role as outlined under *What you Require*, professional/technical and behavioural capabilities section of the attached Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Amanda Haynes (02) 6207 9800 amanda.haynes@act.gov.au

Public Trustee and Guardian

Financial Management Services Unit

Client Services Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 08032)

Gazetted: 11 October 2022

Closing Date: 27 October 2022

Details: At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing financial services, by acting as a Guardian, as a Trustee and also by making Wills and administering deceased estates.

We are a happy and diverse staff of 60 people and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion the vulnerable members of our Community. A career at PTG provides you with an opportunity to make a positive difference in someone's life. PTG's Financial Management Services Unit (FMSU) have a unique opportunity to join the team in a frontline role. We are seeking a motivated, enthusiastic and well-organised person to join our close-knit and supportive team. You will work within a very busy unit, undertaking the day-to-day financial affairs for a caseload of vulnerable clients to promote their financial security and prevent the wasting of their financial resources, whilst giving effect to their views and wishes, as far as is possible.

If you are looking for a dynamic role working in a unique environment, then we 'd like to hear from you. The *Position Overview* and *What You Will Do* sections within the position description provide insight into the role. We would love to hear how your experience and skills can be applied to this position, addressing the capabilities outlined under '*What You Require*' including the Professional/Technical Skills and Knowledge and Behavioural Capabilities. Whilst qualifications or experience directly relating to the trustee industry, client services, social/disability services or financial services may be of benefit, they are not essential. We are looking for someone who is sensitive to and understands the characteristics of our diverse client base and associated support agencies and service providers.

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 ideal candidate:

- has experience and is passionate about working with people with a disability, or vulnerable or older people;
- will have well-developed communication and conflict resolution skills,
- will engage with customers and their support people to achieve optimal outcomes acknowledging they may be experiencing homelessness, substance misuse, and /or chronic mental illness,
- has strong collaboration skills to build and develop working relationships within PTG and with external stakeholders

Notes: This is a temporary position commencing December 2022 for six months with the possibility of extension up to 12 months and/or permanency. An order of merit may be established from this selection process which 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 statement of no more than two pages demonstrating how their experience and skills will enable them to undertake the role as outlined under *What you Require*,

professional/technical and behavioural capabilities section of the attached Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danae Lacey (02) 6207 9800 danae.lacey@act.gov.au

ACT Emergency Services Agency

People, Culture and Training

ACT Emergency Services Agency Training Centre

Registered Training Organisation (RTO) Administrative Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 28958)

Gazetted: 10 October 2022

Closing Date: 24 October 2022

Details: ACT Emergency Services Agency Training Centre (ESAT) needs an energetic, motivated, and organised person to fill the role of RTO Administrative Officer.

You will have good knowledge, or the ability to quickly gain knowledge of Student Management Systems (SMS) and Learning Management Systems (LMS).

If you are highly organised, have good attention to detail, with experience in the provision of general administrative support and enjoy working in a busy dynamic environment, we would love to hear from you.

You will have the opportunity to build great relationships both within our team, and with our internal and external providers.

You will be required to accurately input, maintain and quality assure data in a range of systems, meeting organisational and legislative requirements, to support our people to be the best they can be for our community.

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

Eligibility/Other Requirements:

Experience working in the Vocational Education and Training (VET) environment is highly desirable for this role.

A minimum of a 'C' class drivers licence.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

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: Applicants are required to submit a response of no more than two pages addressing how they meet the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance

Requirements/Qualifications outlined under "What You Require" in the Position Description, together with a Resume including the details of two referees.

We recommend that you call/email the contact officer to discuss the role and its responsibilities prior to submitting your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Trish Malone (02) 6207 7289 Trish.Malone@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

Infrastructure Delivery Partners

Commercial Project Management

Senior Project Manager

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 27155)

Gazetted: 07 October 2022

Closing Date: 25 October 2022

Details: Are you our new Senior Project Manager?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The IDP team consists of industry professionals with the broad range of skills and expertise required across the built and natural environment sectors to successfully deliver a diverse and complex infrastructure portfolio. IDP supports the development and delivery of the Government's capital works program for our partner Directorates.

As Senior Project Manager you will apply project management, contract management and procurement expertise to a broad range of advisory, design and construction projects for the ACT Government.

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

Eligibility/Other Requirements:

Mandatory:

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

hold a relevant building degree; or

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

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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Martin Edgoose (02) 6207 7645 Martin.Edgoose@act.gov.au

Infrastructure Delivery Partners

Civil Project Management

Infrastructure Project Support Officer

Infrastructure Officer 1 \$75,792 - \$89,551, Canberra (PN: 53804)

Gazetted: 07 October 2022

Closing Date: 25 October 2022

Details: Are you our new Infrastructure Project Support Officer?

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 IDP team consists of industry professionals with the broad range of skills and expertise required across the built and natural environment sectors to successfully deliver a diverse and complex infrastructure portfolio. IDP supports the development and delivery of the Government's capital works program for our partner Directorates.

As an Infrastructure Project Support Officer you will support project management, contract management and procurement expertise to a broad range of advisory, design and construction projects for the ACT Government.

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

Eligibility/Other Requirements:

Mandatory:

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

hold a relevant building degree; or

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

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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew McDonald (02) 6207 9065 Andrew.McDonald@act.gov.au

Infrastructure Delivery Partners

Social Project Management

Project Officer

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 36231)

Gazetted: 06 October 2022

Closing Date: 20 October 2022

Details: Are you our new Infrastructure Project Officer?

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 IDP team consists of industry professionals with the broad range of skills and expertise required across the built and natural environment sectors to successfully deliver a diverse and complex infrastructure portfolio. IDP supports the development and delivery of the Government's capital works program for our partner Directorates. As Project Officer you will apply project management, contract management and procurement expertise to a broad range of advisory, design and construction projects for the ACT Government.

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/Requirements

Mandatory:

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

hold a relevant building degree; or

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

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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicky Foote (02) 6207 8208 Nicky.Foote@act.gov.au

Suburban Land Agency

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

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

Suburban Land Agency

Built Form and Divestment

Housing Choice

Client Liaison Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 52093)

Gazetted: 12 October 2022

Closing Date: 26 October 2022

Details: Passionate about housing choice and affordability? Interested in delivering housing opportunities for the Canberra community?

The Suburban Land Agency is looking for an enthusiastic and organised team member to support us in implementing customer-facing housing choice initiatives, including supporting customers in purchasing affordable homes. Working to assess customer eligibility and liaise with key stakeholders, applicants should be able to provide support, coordination and administration with competing priorities. We are looking for candidates who can be flexible and adapt to new situations, with sound communication skills. You should be able to establish relationships well and work with people from diverse backgrounds. We are looking for a valuable team member who is a confident communicator and has experience working with a range of IT systems to manage the customer experience. This is an exciting opportunity to work with a small team to help eligible community members become homeowners.

Please review the attached Position Description for details of the duties and responsibilities for this role.

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

How to Apply: Please provide a response of no more than two pages addressing the skills, knowledge and behavioural capabilities outlined in the attached Position Description, that tells the Selection Committee how your skills and experience give you the capacity to perform this role and why you are the best person for the job. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Oliver Hough (02) 6207 6618 Oliver.Hough@act.gov.au

Development Delivery

Urban Estates

Senior Project Manager

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 18813)

Gazetted: 11 October 2022

Closing Date: 18 October 2022

Details: Applications are sought from potential candidates for the position of Senior Project Manager to join Urban Estates with demonstrated skills and experience in one or all the following areas:

Procurement and Value Management processes, project, program, and contract management in land development and/or built form, financial analysis and control.

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 and contract management experience.

Highly Desirable

Experience of ACT Government procurement, planning, development and construction processes

Demonstrated experience in delivering residential / commercial development projects

A sound understanding / working knowledge of land release, including design, documentation and implementation.

Notes: This is a temporary position available immediately until 8 December 2022 with the possibility of extension up to six months.

How to Apply: Applicants should submit a supporting statement of no more than one page addressing their suitability for the position. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be sent to the Contact Officer.

Contact Officer: Gareth Burdon (02) 6207 0282 Gareth.Burdon@act.gov.au

Suburban Land Agency

Assistant Director People and Capability

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 44661)

Gazetted: 10 October 2022

Closing Date: 24 October 2022

Details: Are you wanting to join an exciting HR team that is relatively new in the Agency, progressive in thinking and rolling out several key initiatives to support our Agency? If so then this role might just be for you. We are

looking for a proactive and motivated self-starter who enjoys working on high level strategic HR initiatives, can balance competing priorities and possess a positive, collaborative and encouraging mindset.

The People and Capability and Corporate Services branch is a small and multi-disciplinary team that prides it's self on being collaborative, team players who support each other and enable the people we work with across the Agency. We live and breathe what we do and support the Flexible Working Arrangements within the ACTPS. People and Capability provide high level operations, technical Human Resource (HR) and recruitment advice to support our Agency's people and strategic business objectives and priorities. The position plays an important liaison role between Agency Executive, senior managers, business areas, hiring managers and key stakeholders. Applicants should submit a supporting statement, addressing the selection criteria, of not more than 3 A4 pages outlining their skills and experience relevant to the role. A copy of a current CV and contact details of at least two relevant referees is to be provided.

Eligibility/Other Requirements:

Relevant HR qualifications or extensive HR experience in a similar role would be an advantage

Notes: This is a temporary position available from November 2022 until February 2024.

How to Apply: Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than three A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: AmyL Cusack (02) 6205 0032 AmyL.Cusack@act.gov.au

Transport Canberra and City Services

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

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

City Operations

Infrastructure Planning

Asset Data Integration

CAD and Spatial Data Officer

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 18127)

Gazetted: 12 October 2022

Closing Date: 26 October 2022

Details: Infrastructure Planning is seeking expressions of interest for a temporary vacancy for the role of CAD and Spatial Data Officer to join the Asset Data Integration team in supporting RoadsACT and City Presentation in the management of Canberra's public places and infrastructure.

This position is responsible for assisting with the planning, development and delivery of RoadsACT and City Presentation capital works programs. This includes assessing Traffic Control Device (TCD) AutoCAD submissions from Works As Executed (WAE) drawing and internal minor new works against the relevant TCCS drafting standards and updating the TCD AutoCAD Grid inventory. This position also captures and maintains civil infrastructure spatial asset data in the Asset Management System (AMS).

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

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable. Driver's license (C-Class is essential). Technical skills and knowledge relevant to the capture, compilation and quality assurance of infrastructure and/or landscape asset information is desirable. Technical skills and knowledge in the use of AutoCAD, ESRI ArcGIS Pro and Safe Software's FME is desirable.

Note: This opportunity is available immediately for three months, with a possibility of extension.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two (2) pages outlining experience and/or ability against the numbered selection criteria (under WHAT YOU REQUIRE) in the attached position description, contact details of at least two referees and a current curriculum vitae.

Please feel free to reach out to the contact officer if you have any questions.

Applications should be submitted via the Apply Now button below.

Contact Officer: Isabel Chua (02) 6205 5038 Isabel.Chua@act.gov.au

City Services

NoWaste

Engagement Officer - Multi-unit Developments

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 51410)

Gazetted: 12 October 2022

Closing Date: 19 October 2022

Details: ACT NoWaste has an overarching goal of achieving less waste in landfill. The ACT is one of the leading jurisdictions in waste recovery in Australia, but we remain committed to doing more, progressing towards a goal of 90% resource recovery by 2025. To contribute to this goal, the Waste Education and Partnerships (WEP) team aims to inspire and support Canberrans to avoid waste and increase resource recovery.

To help improve resource recovery in multi-unit developments, the Engagement Officer will develop positive relationships with strata and building managers as well as residents, resident committees and real estate agents. This will require delivery of programs, engagement events and activities, including informal events, training sessions and meetings.

We are looking for an organised project coordinator someone with excellent relationship management, consultation and engagement skills. Strong communication skills and an ability to be self-directed and to work in a fast-paced environment will also be important.

Please see the attached position description for more information about the role.

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: Occasional weekends and after business hours required. Driver's licence preferred but not essential.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position 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 provide a statement of no more than two pages addressing the 'What you require' and 'Compliance requirements/qualifications' sections of the Position Description along with a current curriculum vitae and the contact details of at least two referees.

Applications should be sent via the Apply Now button below.

Contact Officer: Yvette McKay (02) 6207 6605 Yvette.McKay@act.gov.au

Chief Operating Office

Governance and Ministerial Services

Governance

Director, Corporate Strategy and Reporting

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 13802)

Gazetted: 10 October 2022

Closing Date: 24 October 2022

Details: The Governance team within TCCS is responsible for the oversight of audit, compliance, business continuity, insurance coordination, risk management, quality management, records management and corporate planning/reporting. The section works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

We are seeking applications from highly motivated and goal orientated applicants for the role of Director, Corporate Strategy and Reporting, which sits within the Governance team and is responsible for overseeing the whole of government reporting and planning requirements, and the Governance framework for the Directorate. This role also supports strategic and business planning for the Directorate, and coordinates the drafting, publishing, and tabling of the Directorate's annual report.

The successful applicant will have high level experience in corporate planning, developing, and implementing Governance frameworks, policies, and procedures, aligned with the organisation's Quality Management System. The applicant will also have demonstrated ability in researching, analysing, and preparing concise relevant and timely briefings and written reports with attention to detail. You will also have the ability to manage workloads

and priorities to deliver a range of projects to timely completion and excellent oral and written communication skills with the ability to negotiate and make sound, well-informed decisions.

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/Requirements

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position

Demonstrated experience in corporate planning, developing, and implementing Governance frameworks, policies, and procedures.

Demonstrated ability to research, analyse, and prepare relevant and timely briefings and written reports with attention to detail.

Experience in facilitating workshops and high-level briefings with a range of stakeholders.

Demonstrated ability to manage workloads and priorities to deliver a range of projects to timely completion.

Excellent communication skills with demonstrated ability to negotiate and communicate with executives, and across Directorates, to make sound, well-informed decisions and to influence outcomes.

Understanding of public service values covering ethical standards and a demonstrated commitment to modelling the TCCS Code of Practice, values and behaviours, the Respect, Equity and Diversity (RED) framework, and workplace health and safety principles and practice.

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

Selection may be based on application and referee reports only.

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 with details of at least two referees, and an application of no more than 2 pages setting out why you are the best person for the role, with reference to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Wilson (02) 6205 3404 Chris.Wilson@act.gov.au

APPOINTMENTS

ACT Health

Registered Nurse Level 4.2 \$140,121

Meredith Leonard, Section 68(1), 11 October 2022

Canberra Health Services

Health Professional Level 2 \$70,679 - \$97,028

Abubakarr Fofanah, Section 68(1), 10 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Pramila Gurung, Section 68(1), 10 November 2022

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Amaya Hatharasingha, Section 68(1), 13 October 2022

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Kylie Kaufman, Section 68(1), 13 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Rilji Kottupallil Joseph, Section 68(1), 10 October 2022

Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications)

Chloe Langfield, Section 68(1), 5 October 2022

Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications)

Quang Le, Section 68(1), 5 October 2022

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Grahame Milne, Section 68(1), 13 October 2022

Health Professional Level 2 \$70,679 - \$97,028

Paula Ozola, Section 68(1), 8 October 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Shahriar Patwary, Section 68(1), 10 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Roshana Risal, Section 68(1), 7 October 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Prabakaran Sakthivel, Section 68(1), 4 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Abby Ann SCHYMITZEK, Section 68(1), 5 October 2022

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Poonam Singh, Section 68(1), 7 October 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Jenna Smith, Section 68(1), 13 October 2022

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Owen Sulway, Section 68(1), 29 September 2022

Staff Specialist 1-5 / Senior Specialist Band, \$188,151 - \$254,198

Ramessh Ranjan, Section 68(1), 17 Oct 2022

Canberra Institute of Technology

General Service Officer Level 5 \$59,713 - \$62,860

Alden Ambal, Section 68(1), 10 October 2022

Chief Minister, Treasury and Economic Development

Senior Officer Grade C \$114,928 - \$123,710

Narelle Burden, Section 68(1), 7 October 2022

Senior Officer Grade B \$135,355 - \$152,377

Garrett Tyler-Parker, Section 68(1), 13 October 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Daniela Wadey, Section 68(1), 10 October 2022

Community Services

Administrative Services Officer Class 5 \$84,749 - \$89,705

Suresh Arora, Section 68(1), 11 October 2022

Senior Officer Grade C \$114,928 - \$123,710

Michelle Crouch, Section 68(1), 10 October 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Jordan Doyle, Section 68(1), 7 October 2022

Senior Officer Grade B \$135,355 - \$152,377

Beth Sheargold, Section 68(1), 10 October 2022

Administrative Services Officer Class 2 \$60,620 - \$66,939

Deborah Stokes, Section 68(1), 10 October 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Selena Waghorn, Section 68(1), 4 October 2022

Education

School Assistant 2 \$51,548 - \$56,919

Nicole Dixon, Section 68(1), 10 October 2022

School Assistant 2/3 \$51,548 - \$62,857

Priya Dwivedi, Section 68(1), 10 October 2022

School Assistant 4 \$70,028 - \$75,827

Philippa Lawrence, Section 68(1), 10 October 2022

School Leader B \$154,033

Tess McGrath, Section 68(1), 10 October 2022

School Assistant 2/3 \$51,548 - \$62,857

Jithmee Ranasinghe, Section 68(1), 10 October 2022

Senior Officer Grade C \$114,928 - \$123,710

Jennifer Street, Section 68(1), 10 October 2022

School Assistant 3 \$58,404 - \$62,857

Jasmine Thornton, Section 68(1), 10 October 2022

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$91,315 - \$104,509

Sarah Anderson, Section 68(1), 6 October 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Gina Catral, Section 68(1), 10 October 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Jaclyn Coppen, Section 68(1), 17 October 2022

Professional Officer Class 1 \$64,473 - \$89,398

Emily Sutcliffe, Section 68(1), 3 October 2022

Senior Officer Grade B \$135,355 - \$152,377

Chris Thomas, Section 68(1), 10 October 2022

Justice and Community Safety

General Service Officer Level 8 \$73,429 - \$77,593

Keith Cooper, Section 68(1), 11 October 2022

Senior Professional Officer Grade C \$114,928 - \$123,710

Lisa Harrop, Section 68(1), 10 October 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Nicole Lawler, Section 68(1), 30 September 2022

Major Projects Canberra

Infrastructure Officer 2 \$91,428 - \$105,186

Chandni Shah, Section 68(1), 10 October 2022

Transport Canberra and City Services

Senior Officer Grade A \$157,201

Ellen Acheson, Section 68(1), 10 October 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Leah Eveille, Section 68(1), 13 October 2022

TGSO 6.1 - TGSO 6.4 \$85,269 - \$88,704

Travis Ingram, Section 68(1), 11 October 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Oliver Palmer, Section 68(1), 11 October 2022

Worksafe ACT

Regulatory Inspector 5 (WorkCover Officer 5) \$84,749 - \$89,705

Dimity Blundell, Section 68(1), 6 October 2022

TRANSFERS

ACT Health

Harpreet Natt

From: Health Service Officer Level 9 \$79,105 - \$89,398

Canberra Health Services

To: Health Service Officer Level 9 \$79,105 - \$89,398

ACT Health, Canberra (PN. 58403) (Gazetted 18 August 2022)

Canberra Health Services

Emer Brewster

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 40426) (Gazetted 23 August 2022)

Khushboo Kalra

From: Registered Nurse Level 2 \$100,957
Canberra Health Services
To: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 22497) (Gazetted 25 September 2022)

Joelle Martinoski

From: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services
To: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 29989) (Gazetted 18 July 2022)

Vedrana Mrdeza

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920
Canberra Health Services
To: Administrative Services Officer Class 2/3 \$60,620 - \$73,920
Canberra Health Services, Canberra (PN. 20943) (Gazetted 29 July 2022)

Peta Richards

From: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services
To: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 53796) (Gazetted 9 November 2021)

Chief Minister, Treasury and Economic Development

Danielle Lucas

From: Administrative Services Officer Class 4 \$76,255
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Chief Minister, Treasury and Economic Development, Canberra (PN. 08099) (Gazetted 10 March 2022)

Nirmaladevi Sundararaju

From: Administrative Services Officer Class 3 \$73,920
Justice and Community Safety
To: Administrative Services Officer Class 3 \$68,685 - \$73,920
Chief Minister, Treasury and Economic Development, Canberra (PN. 00027, several) (Gazetted 12 August 2022)

Alissa Tripodi

From: Senior Information Technology Officer Grade C \$114,928
Chief Minister, Treasury and Economic Development
To: Senior Officer Grade C \$114,928 - \$123,710
Chief Minister, Treasury and Economic Development, Canberra (PN. 58980) (Gazetted 14 June 2022)

Community Services

Joanne Lesiputty

From: Senior Officer Grade B \$135,355
ACT Health
To: Senior Officer Grade B \$135,355 - \$152,377
Community Services, Canberra (PN. 07952) (Gazetted 5 September 2022)

Education

Penny Price

From: Senior Officer Grade C \$114,928 - \$123,710

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 53771) (Gazetted 24 August 2022)

Environment, Planning and Sustainable Development

Christine Nuttall

From: Classroom Teacher \$76,575 - \$114,624

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 21011) (Gazetted 16 August 2022)

Transport Canberra and City Services

Teagan Valeri

From: Infrastructure Office 3 \$115,193 - \$126,450

Environment, Planning and Sustainable Development

To: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. 36781) (Gazetted 8 June 2022)

Michelle Wheeldon

From: Administrative Services Officer Class 6 \$104,509

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 46120) (Gazetted 15 June 2022)

PROMOTIONS

ACT Health

Health Systems, Policy and Research

Office of Professional Leadership and Education

Office of the Chief Medical Officer and Chief Psychiatrist

Rebecca Cesnik

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

ACT Health

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 58140) (Gazetted 8 August 2022)

Health Systems, Policy and Research

Office of the Chief Medical Officer/Chief Psychiatrist

Clinical Systems Governance

Emmalee Hamilton

From: Registered Midwife Level 3.2 \$130,846

Canberra Health Services

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 57237) (Gazetted 10 August 2022)

Policy, Partnerships and Programs

Data Analytics Branch

Government Briefing, Reporting and Analysis

Qiong Liu

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$91,315 - \$104,509

ACT Health, Canberra (PN. 32722) (Gazetted 31 August 2022)

Canberra Health Services

Chief Operating Officer Clinical Services

Cancer and Ambulatory Services

Roger Bayani

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: †Registered Midwife Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 44818) (Gazetted)

No Gazette date

Michael Ceravolo

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 23680) (Gazetted 3 August 2022)

Canberra Health Services

Joshua Commons

From: Health Professional Level 1 \$66,285 - \$86,842

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 44137) (Gazetted)

This promotion is made under section B15 of Health Professionals Enterprise Agreement 2021-2022 and is non-appealable.

Susan Cooper

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 58918) (Gazetted 11 May 2022)

Candice De Jong

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 25306) (Gazetted 24 May 2022)

Jasmine Farr

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 17240) (Gazetted 12 August 2022)

CHS Chief Executive Officer

Sarah Gordon

From: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services

To: †Health Professional Level 5 \$135,355 - \$152,377

Canberra Health Services, Canberra (PN. 27505) (Gazetted 9 August 2022)

Sherilyn John

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Canberra Health Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 53206) (Gazetted 28 July 2022)

Violet Latta

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 47832) (Gazetted 7 June 2022)

Canberra Health Services

Chloe Looker

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 43847) (Gazetted 2 September 2022)

Canberra Health Services

Donovan Martin

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 58242) (Gazetted 3 August 2022)

Emma Mason

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 59129) (Gazetted 7 June 2022)

CHS Rehabilitation, Aged and Community Services

Kate Mc'Callum

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Midwife Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 34366) (Gazetted 10 August 2022)

Bradley O'Donnell

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 4.1 \$130,846

Canberra Health Services, Canberra (PN. 57609) (Gazetted 24 August 2022)

Natalie Sculac

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 02698) (Gazetted 15 August 2022)

Serena Shaw

From: Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 58381) (Gazetted 22 August 2022)

Canberra Institute of Technology

Corporate Services

Corporate Services

Facilities Department

James Stephen

From: General Service Officer Level 5 \$59,713 - \$62,860

Canberra Institute of Technology

To: General Service Officer Level 8 \$73,429 - \$77,593

Canberra Institute of Technology, Canberra (PN. 58635) (Gazetted 26 August 2022)

Chief Minister, Treasury and Economic Development

Finance and Budget Group

Various

Bushra Azwer

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 33097) (Gazetted 8 August 2022)

Workforce Capability and Governance

Strategy and Transformation Office

Jason Fairbrother

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 58796) (Gazetted 13 September 2022)

Revenue Management

Operations

Radika Kumar

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 00024) (Gazetted 14 June 2022)

Shared Services

Strategic Finance

Assurance, Governance and Business Improvement

Wei Li

From: Auditor \$68,685 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5/6 \$84,749 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 058944) (Gazetted 4 July 2022)

Finance and Budget Group

Various

Scott Shanahan

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 43106) (Gazetted 8 August 2022)

Revenue Management

Operations

Rachel Tot

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 36312) (Gazetted 14 June 2022)

Finance and Budget Group

Jiayi Zhong

From: Graduate Administrative Assistant \$76,255 - \$78,591

Community Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 31632) (Gazetted 5 August 2022)

Director of Public Prosecutions

ACT DPP

Legal

Legal

Emma Bayliss

From: Prosecutor Grade 1 - 2 \$82,812 - \$129,452

Justice and Community Safety

To: †Prosecutor Grade 3 \$135,088 - \$149,380

Director of Public Prosecutions, Canberra (PN. 45405) (Gazetted 13 July 2022)

ACT DPP

Legal

Legal

Angus Brown

From: Prosecutor Grade 1 - 2 \$82,812 - \$129,452

Justice and Community Safety

To: †Prosecutor Grade 3 \$135,088 - \$149,380

Director of Public Prosecutions, Canberra (PN. 17832) (Gazetted 13 July 2022)

ACT DPP

Legal

Legal

James Melloy

From: Prosecutor Grade 1 - 2 \$82,812 - \$129,452

Justice and Community Safety

To: †Prosecutor Grade 3 \$135,088 - \$149,380

Director of Public Prosecutions, Canberra (PN. 13027) (Gazetted 13 July 2022)

Education

Business Services

People and Performance

People Strategy

Cameron Bertrand-Bruce

From: Senior Officer Grade B \$135,355 - \$152,377
Education
To: †Senior Officer Grade A \$157,201
Education, Canberra (PN. 00265) (Gazetted 22 August 2022)

Education

Tuggeranong Network

Caroline Chisholm School

Timothy Hawke

From: \$76,575 - \$114,624

Economic Development

To: †School Leader C \$132,293

Education, Canberra (PN. 02861) (Gazetted 5 July 2022)

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.

Safe at Schools

Lucy Howe

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 57628) (Gazetted 2 August 2022)

Education

Tuggeranong Network

Caroline Chisholm School

Tatjana Radulovich

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 13054) (Gazetted 5 July 2022)

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.

Service Design and Delivery

Digital Strategy, Services and Transformation

Liam Mackay

From: Senior Information Technology Officer Grade C \$114,938 - \$123,710

Education

To: Senior Officer Grade B \$135,355 - \$152,377

Education, Canberra (PN. 43118) (Gazetted 23 July 2022)

School Improvement and Performance

South Weston Network

Melrose High School

Jade Uttley

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 00515) (Gazetted 2 September 2022)

Environment, Planning and Sustainable Development

Statutory Planning

Office of the Surveyor General and Land information

Joanne Hawkes

From: Senior Professional Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development

To: †Senior Professional Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development, Canberra (PN. 15199) (Gazetted 26 August 2022)

Justice and Community Safety

ACT Corrective Services

Operational Support

Program Management Office

Danielle Briones

From: Senior Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

Justice and Community Safety, Canberra (PN. 58069, several) (Gazetted 29 July 2022)

ACT Courts and Tribunal

Registry Operations

Criminal Section

Rylee Ferrier

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety, Canberra (PN. 32404) (Gazetted 28 February 2022)

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Joanne Miles

From: Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties

Justice and Community Safety

To: †Ambulance Manager Level 2 \$141,918 - \$149,471

Justice and Community Safety, Canberra (PN. 21966, several) (Gazetted 24 May 2022)

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.

Security and Emergency Management Division

Laura Nolan

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 43799) (Gazetted 12 August 2022)

Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Brianna Partington

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 45616) (Gazetted 26 July 2022)

Public Trustee and Guardian

Governance and Corporate Unit

Sunita Sharma

From: Administrative Services Officer Class 4 \$76,255- \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety, Canberra (PN. 43920) (Gazetted 22 August 2022)

Major Projects Canberra

Project Development and Support

Communications and Engagement

Melanie Clarke

From: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Major Projects Canberra, Canberra (PN. 45455) (Gazetted 27 June 2022)

Transport Canberra and City Services

Territory and Business Services

Libraries ACT

Libraries ACT

Ambareen Alam

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Transport Canberra and City Services

To: †Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services, Canberra (PN. 22234) (Gazetted 7 April 2022)

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.

Territory and Business Services

Libraries ACT

Libraries ACT

Yumi Ezaki

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Transport Canberra and City Services

To: †Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services, Canberra (PN. 52708) (Gazetted 7 April 2022)

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.

CORRIGENDA

Environment, Planning and Sustainable Development

Amy Faulks

Promotion appeared in 22 September 2022

Classification: Senior Officer Grade B

Correct position number: 45301

Transport Canberra and City Services

City Services

Appointment

Julie Caulet was appointed on the 29/06/2018
Professional Officer Class 1, Canberra (PN22105)

Note: The Appointment was not gazetted on the 5/07/2018 as scheduled.